



June 12, 2024
Regular Board Meeting
Supporting Documents

May 8, 2024

Minutes

CITY OF LOS ANGELES
CALIFORNIA

**Neighborhood Council
Governing Board Officers:**

President Dena Weiss
Vice President Tracey Rosen
Secretary, Karen DiBiase
Treasurer Heath Kline
Parliamentarian Don Patterson



WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

200 N. Spring Street Los
Angeles, CA 90012

Email: NCsupport@lacity.org
Website: www.empowerla.org

MINUTES
Regular Full Board Meeting

**City of Los Angeles Fire Station #84,
in the Community Room
21050 Burbank Blvd., Woodland Hills, CA, 91367
May 8, 2024
6:30 p.m. - 9:00 p.m.
IN PERSON BOARD MEETING**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al **818-639-9444** o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

***PUBLIC INPUT ON AGENDA ITEMS** – The public may address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. *Public comment is limited to (1) minute per speaker unless adjusted by the President. Public comment can only be made one time and will be heard at the beginning of an agenda item.*

***PUBLIC INPUT ON MATTERS NOT ON THE AGENDA** - Comments from the public on other matters not appearing on the agenda *that are within the Board's jurisdiction* will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting.

Board Members:

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey
Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell
Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron
Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Aava Dekordi
Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins
Area 6 –William Barnett, Heath Kline, Bobby Wasserman, Janice Mendell
Area 7 – Kate Kennedy, Joyce Fletcher, Schyler Katz, Rosaleen O’Sullivan
At-Large – August Steurer, Vacant Seat for Alternate
Youth Member – Vacant seat

AGENDA

Call to Order – *Tracey Rosen, 6:36pm*
Pledge of Allegiance – *Julie Waltrip*
Roll Call – *Karen DiBiase*

Quorum at time of meeting called to order: 20

Karen DiBiase, Geoffrey Hobson, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Masha Dowell, Tracey Rosen, Dean Matthew, Harout Aristakessian, Jayce Baron (arrived late 7:00pm), Don Patterson, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnette, Heath Kline, Bobby Wasserman (arrived late 6:55pm), Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer

Absent: Paul Lawler, Peter Haber, Dena Weiss, Christopher Waddy, Allan Biggins, Janice Mendel, Schyler Katz

Public Announcements:

Office of Councilmember Bob Blumenfield – *rep not present*

Office of LA County Supervisor for Third District, Lindsey Horvath – *Daniell Vicente, Rep, Dena read his email of updates.*

- 1) *Topanga Canyon is still closed due to a landslide*
- 2) *Email contact: ThirdDistrict@bos.lacounty.gov*

Empower LA – *Prabhjot Chamber, DONE Rep for WHWCNC*

- 1) *Congress of Neighborhoods is on Saturday, Sept 28*
- 2) *Training for all is important, and is available on CornerStone*
- 3) *NC zoom licenses are still pending to be processed by the City Clerk*
- 4) *Email contact: Prabhjot.Chamber@LAcity.org*

LAPD – *Brittany Gutierrez, SLO for Woodland Hills*

- 1) *Neighborhood Watch Meeting – 3rd Wednesday at 6pm, Topanga Police Station’s Community Room*
- 2) *Be aware of an increase of property crimes and residential burglary. Stay aware and safe.*

- 3) Valley Traffic Division can help address issued with parked RV's
- 4) Cell contact: 213-709-9231

General Public Comment, by the Public, on Non-Agenda Items:

General Public Comment is limited to (2) minutes per speaker and 10 minutes total due to limited timing at the fire station venue.

- 1) Glenn Bailey-NC Budget Advocate, LA Budget was released by Mayor Bass on April 22, 2024
- 2) Glenn Bailey-Valley Alliance: VANC meeting is on May 9, 2024

I. Organization, Operation, Policies, & Procedures:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board. Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.

A. Approval of Minutes: Board Meetings – February 15, 2024

See posted support document

Motion: Tracey Rosen, Second: Heath Kline

Roll Call Vote

PASS Yes: 19 No: 0 Abstain: 1 Ineligible: 2 Total: 22

- YES: Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer
- NO:
- ABSTAIN: Harout Aristakessian
- INELIGIBLE: Reina Cerros-McCaughey (Alt), Jayce Baron (Alt)

NOTE: Bobbie Wasserman (arrived at 6:55pm) and Jayce Baron (arrived at 7:00pm) and voted on the Minutes.

B. Approval of Minutes: Board Meetings – April 10, 2024

See posted support document

Motion: Tracey Rosen, Second: Don Patterson

Roll Call Vote

PASS Yes: 20 No: 0 Abstain: 0 Ineligible: 2 Total: 22

- **YES:** Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer
- **NO:**
- **ABSTAIN:**
- **INELIGIBLE:** Reina Cerros-McCaughey (Alt), Jayce Baron (Alt)

C. Officer Reports

President – Dena Weiss - *Out of town*

Vice President – Tracey Rosen – *Happy Mother's Day and thanks to those who attended the NC Retreat. The Bylaws have been updated on our website. Sign-up to booth at the One Generation Senior Symposium Event on May 19th. Please send me your committee updates.*

Treasurer – Heath Kline – *The MER lags by 1-2 months due to the timing of the City Clerk processing expenses and NPG requests.*

Secretary -Karen DiBiase – *Please make sure to complete the updated training for Code of Conduct Policy and Gender Identity/Gender Expression Implicit Bias Training.*

Parliamentarian – Don Patterson – *Save the date of May 16th for the PLUM/Planning Dept presentation on the Community Plan.*

2. Items for Discussion and Possible Action:

Item No. 1

Heath Kline, Treasurer

(24-046) Approval of MER for April, 2024

For discussion and possible action:

MER Documents will not be available from the City Clerk until May 6th or 7th. As soon as they are available, they will be posted to the Board's calendar page, emailed to board members, and copies made available at the meeting for the public.

See posted supporting documents via the Board Calendar Event post.

Original Motion: Heath Kline, ***Second:*** August Steurer

Substitute Motion#1: Tracey Rosen, ***Second:*** Shelley Schwartz

Substitute Motion#1: Motion to remove everything dated in the past. The Budget does not belong in the MER within the supporting documents.

Substitute Motion#2: Reina Cerros-McCaughey, ***Second:*** Rosaleen O'Sullivan

Substitute Motion#2 (per meeting recording): "We should strike the item that the total expenditures for

fiscal year and line 113, which is which I think is 9. Those two items should not be in this MER. So we want to approve the work and save time and proceed with today's business."

Substitute Motion#3: Don Patterson, Second: Heath Kline

Substitute Motion#3: Motion to adopt the MER as is and any required supporting documents.

Roll Call Vote on Substitute Motion#3

PASS Yes: 20 No: 0 Abstain: 0 Ineligible: 2 Total: 22

- **YES:** Karen DiBiase, Geoffry Hobson, Shelley Schwartz, Julian Tu, Masha Dowell, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer
- **NO:**
- **ABSTAIN:**
- **INELIGIBLE:** Reina Cerros-McCaughey (Alt), Jayce Baron (Alt)

Item No. 2 August Steuer, Heath Kline, Ad Hoc Committee (Hybrid Meetings)Technology Needs

(24-048) Funding Request – OWL3 Hybrid Meeting Equipment

For discussion and possible action

Governance Committee request for the Board to approve up to \$5,038.31 from the 2023-2024 Budget/Office-Operational for the purchase of audio/video and computer equipment plus necessary accessory products to allow the Board and Committees to operate SB411/AB2449 compliant Hybrid Meetings where members and the public attend in-person and virtual. Anticipated vendors: Amazon.com, OwlLabs, and Best Buy, who can deliver products quickly and/or at the best price.

The Governance Committee accepted the recommendations of the Hybrid Meeting ad hoc committee in support of creating an optimal environment for conducting efficient hybrid meetings. The ad hoc committee proposes purchasing the minimal essential equipment, including two Owl3 units, a MacBook Air, tripods, carrying cases, accessories, and cables. This equipment will enable the council to utilize the community room at the fire station, which already has the necessary audio-visual equipment to complement the proposed purchases. This does not include additional equipment needed for large meeting locations that do not have the capabilities of the Fire Station community room.

Key benefits of the proposed equipment:

1. Inlusivity and equal participation: The Owl3 units provide 360-degree video and audio coverage, allowing remote participants to engage effectively in meetings.
2. Advanced AI technology: The Owl3 units feature AI technology that prevents audio feedback and focuses on the person or people speaking in a back-in-forth dialog, ensuring clear and consistent audio and video quality.
3. Ease of use and flexibility: The MacBook Air, recommended by OWL Labs support, enables easy setup and adaptation to various meeting requirements and venues.

4. Technological advantages: The MacBook Air provides optimal video display, processing speeds, and audio processing capabilities for a seamless Zoom experience.
5. Stability and optimal positioning: Tripods ensure steady video footage and allow for the proper positioning of the Owl3 units at eye level.
6. Equipment protection and longevity: Carrying cases safeguard the equipment during transport, extending its lifespan and minimizing maintenance costs.
7. Reliable connectivity: High-quality cables minimize technical issues and disruptions during meetings now and in the future.

VOTE at Governance: Weiss yes, Kline yes, DiBiase abstain, Patterson no.

See posted supporting documents via the Board Calendar Event post. (12 pages)

Original Motion: Heath Kline, Second: Aava Dekordi

Substitute Motion#1: Aava Dekordi, Second: Bobbi Wasserman

Substitute Motion#1: Motion to purchase only 1 OWL instead of 2, and related accessories.

Substitute Motion#2: Shelley Schwartz, Second: Reina Cerros-McCaughey

Substitute Motion#2: Motion to table Item#2 to form an Ad Hoc Committee to investigate alternate options for a hybrid meeting, as new options are now available for equipment.

Roll Call Vote on Substitute Motion#2

PASS Yes: 11 No: 7 Abstain: 2 Ineligible: 1 Total: 21

- **YES:** Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Masha Dowell, Tracey Rosen, Dean Matthew, Harout Aristakessian, Julie Waltrip, Steve Sommers, Rosaleen O’Sullivan
- **NO:** Don Patterson, Aava Dekordi, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, August Steurer
- **ABSTAIN:** Martin Lipkin, Joyce Fletcher
- **INELIGIBLE:** Jayce Baron (Alt)

NOTE: Geoffrey Hobson left the meeting at 8:30pm, and did not vote on Item#2. Reina Cerros-McCaughey voted in his place as the Area 1 Alternate.

Item No 3

Julie Waltrip and Shelly Schwartz, Co-Chairs Public Safety Committee

(24-049) Motion to Approve \$3000.00 NPG for the Los Angeles Police Foundation For discussion and possible action:

For discussion and possible action

Presenting today is Dana Katz, Executive Director of the Los Angeles Police Foundation along with Captain Garrett Peyton LAPD Topanga Station. WhereAs, The Public Safety Committee received an NPG Application from the Los Angeles Police Foundation, the 501(c)(3) non-profit organization supporting the LAPD's Topanga Division (the police station that serves Woodland Hills among other adjacent cities).

The Public Safety Committee is requesting funding of \$3,000 toward the LA Police Foundation's total projected cost of \$5,653.13 needed to provide a Visual Projector for the LAPD's Topanga Community Police Station's Community Room, using an outside vendor. This equipment is primarily used by volunteer community groups such as the Community Police Advisory Board (CPAB), the Neighborhood Watch groups, and Police Activities League (PAL). The Community Room is a free service to any stakeholder group who wants to meet there. These groups will now be able to view their meeting documents, power point presentations and photos projected from a community member's device through this new Visual Projector onto a white screen mounted to the wall of the Police Station's Community Room. The Winnetka Neighborhood Council has granted a similar request to the LA Police Foundation for renovations to the same Community Room recently; and WhereAs, The Public Safety Committee, after receiving input and having discussion via zoom at a properly noticed virtual meeting under SB-411 voted unanimously to recommend to the full Board passage and funding of this NPG with amendments; and

Therefore, The Public Safety Committee, moves that the full board approve the attached LA Police Foundation NPG for \$3000.00 and direct the treasurer to submit the NPG and supporting documentation to the City Clerk for funding and to reallocate budget money into the appropriate categories.

VOTE: Julie Waltrip YES, Shelly Schwartz YES, Rose O'Sullivan YES, Schyler Katz YES, Bill Barnett YES, Peter Haber ABSENT [5-YES]

See LA Police Foundation NPG (9 pages) included in May supporting documents.

Original Motion: Shelley Schwartz, Second: Dean Matthew

Substitute Motion#1: Heath Kline, Second: Rosaleen O'Sullivan

Substitute Motion#1: Motion to reduce the NPG funding amount from \$3,000 to \$1,000

Substitute Motion#2: August Steurer, Second: Jayce Baron

Substitute Motion#2: Motion to table Item#3 until after the Hybrid Ad Hoc discussion and roll over funds to the next fiscal year budget.

Roll Call Vote on Substitute Motion#2

FAIL Yes: 4 No: 16 Abstain: 0 Ineligible: 1 Total: 21

- YES: Martin Lipkin, Heath Kline, Rosaleen O'Sullivan, August Steurer
- NO: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Masha Dowell, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher
- ABSTAIN:
- INELIGIBLE: Jayce Baron (Alt)

Roll Call Vote on Substitute Motion#1

FAIL Yes: 6 No: 12 Abstain: 2 Ineligible: 1 Total: 21

- **YES:** Tracey Rosen, Don Patterson, Heath Kline, Kate Kennedy, Rosaleen O’Sullivan, August Steurer
- **NO:** Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Masha Dowell, Dean Matthew, Harout Aristakessian, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Bobbie Wasserman, Joyce Fletcher
- **ABSTAIN:** Karen DiBiase, Martin Lipkin
- **INELIGIBLE:** Jayce Baron (Alt)

Roll Call Vote on Original Motion

PASS Yes: 13 No: 6 Abstain: 1 Ineligible: 1 Total: 21

- **YES:** Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Masha Dowell, Dean Matthew, Harout Aristakessian, Julie Waltrip, Steve Sommers, Bill Barnett, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher
- **NO:** Don Patterson, Martin Lipkin, Aava Dekordi, Heath Kline, Rosaleen O’Sullivan, August Steurer
- **ABSTAIN:** Tracey Rosen
- **INELIGIBLE:** Jayce Baron (Alt)

NOTE: Due to time limits at the Community Room at Fire Station #84, this meeting is to be adjourned.

Motion: Tracey Rosen, Second: Don Patterson

Motion: Motion to hold a “Special WHWCNC Board Meeting” to vote on the remaining items on the Agenda of May 8, 2024. The board meeting ran out of time to finish this Agenda.

Roll Call Vote on Motion to hold a “Special WHWCNC Board Meeting” to continue Agenda

PASS Yes: 20 No: 0 Abstain: 0 Ineligible: 1 Total: 21

- **YES:** Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Masha Dowell, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Aava Dekordi, Julie Waltrip, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer
- **NO:**
- **ABSTAIN:**
- **INELIGIBLE:** Jayce Baron (Alt)

Adjournment of Meeting: 9:24pm
Minutes submitted by Karen DiBiase, Secretary

NOTE: All Agenda items listed below will be continued to the next Board meeting.

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Item No. 4 [continued item (8) (24-44) from April meeting]
Joyce Fletcher, Chair of Community Services Committee
(24-050) Funding Request – 2 in 1 Hand Cart/Hand Truck Foldable Dolly

For discussion and possible action

Motion for the Board to approve up to \$174.01 from the 2023-2024 Budget/General Outreach for the purchase of a foldable hand truck dolly to be used to move large and heavy NC inventory items such as a table, chairs, large speaker system, tent, etc. to and from meetings and events. Description: 2 in 1 Hand Truck Dolly Foldable, 330 LB capacity portable folding hand cart with retractable handle and wheels. To be purchased from Amazon.com.

See posted supporting documents via the Board Calendar Event post. (1 page)

Item No. 5
Heath Kline, Treasurer
(24-047) Motion to reallocate the WHWCNC Board Budget to fund the April 10 Board voted NPGs and pending May spending item(s) with the limited unspent funds available this FY.

For discussion and possible action

The Woodland Hills-Warner Center Neighborhood Council hereby reallocates its Fiscal Year 2023-2024 budget ending June 30, 2024, last updated 3/13/24 [BAC 08 (24-034)], and filed with the City Clerk as follows:

Office/Operational Expenditures:

- Decrease Space Rental for Board Meetings (Line 20) by **\$700**, from \$1,200 to \$500.
- Increase NC Storage at StorQuest (Line 21) by **\$32**, from \$2,940 to \$2,972.
- Decrease Phone System - Grasshopper (Line 22) by **\$809.42**, from \$1,200 to \$390.58.
- Decrease Constant Contact (Line 26) by **\$69**, from \$960 to \$891.
- Decrease Software Upgrades (Line 27) by **\$95**, from \$200 to \$105.
- Increase Mailbox Rental at UPS (Line 28) by **\$16**, from \$500 to \$516.
- Decrease Office Supplies and Printing (Line 29) by **\$1,866.71**, from \$2,000 to \$133.29.

- Decrease Paper and Ink (Line 30) by **\$500**, from \$500 to \$0.
- Decrease Email and Web Hosting and Support (Line 31) by **\$1,870.94**, from \$2,600 to \$729.06.
- Decrease Food & Refreshments For NC Meetings, Retreats, & Outreach Events (Line 34) by **\$221.60**, from \$1,000 to \$778.40.
- **Add** SB-411/AB-2449 Hybrid Meeting Equipment (Line 35) for **\$5,038.31**.
- **Add** Past Due Verizon Wireless Hotspot (Line 37) for **\$864.13**. The net change in the
The Office/Operational Expenditures category is a decrease of **\$182.23**, from \$12,630.46 to \$12,448.23.
- Decrease Replace Damaged NC Pole Banners (Line 46) by **\$29.47**, from \$900 to \$870.53.
- Decrease HALO Purchase of giveaway bags & keychains (Line 47) by **\$15.15**, from \$2,500 to \$2,484.85.
- Decrease Minuteman Press or alt printer 1000 4/4 4x9 Rack Cards (Line 51) by **\$157.45**, from \$275 to \$117.55.
- Decrease WHWCNC Branded Promotional Items 4Imprint (Lines 53-59) by **\$868.12**, from \$5,000 to \$4,131.
- Decrease T-Shirt Guys (Lines 61-66) by **\$247.58**, from \$2,500 to \$2,252.42.

The Outreach Expenditures category is a decrease of **\$1,317.77**, from \$16,950.00 to \$15,632.23.

Neighborhood Purposes Grants (NPG) Expenditures:

- **Add \$3,000** for the West Valley YMCA Food Distribution Program NPG (Line 95), approved on April 10, 2024 (Item 6, 24-42).
- **Add \$1,500** for the New Friends Homeless Center Feeding Program NPG (Line 96), approved on April 10, 2024 (Item 7, 24-43).

The net change in the NPG Expenditures category is an increase of **\$4,500**, from \$7,800.00 to \$12,300.00.

Community Improvement Projects (CIP) Expenditures:

- Decrease the Environmental Project (Line 102) by **\$1,000**, from \$1,000 to \$0.
- Decrease the Homeless Project (Line 103) by **\$1,000**, from \$1,000 to \$0.
- Decrease the Public Safety Project (Line 104) by **\$1,000**, from \$1,000 to \$0.

The net change in the CIP Expenditures category is a decrease of **\$3,000**, from \$3,000.00 to \$0.00.

In total, these reallocations result in no net change to the WHWCNC's total 23-24FY annual budget of \$41,130.46.

The WHWCNC board authorizes any two Board Funding Officers (President, Vice President, and Treasurer) to agree and spend the \$109.02 in unspent funds available after this reallocation within the Office/Operational

Expenditures budget category to meet any necessary expenditures to ensure the board's ongoing smooth operation, maintenance, and stakeholder engagement needs before the June 30 FYE. If the funds are not needed, they will roll over to the next FY budget.

The WHWCNC board directs the treasurer to file this BAC motion and the referenced **WHWCNC FYE Planning Budget Spread Sheet** revised budget, included in the supporting documentation with the City Clerk as required, and use it for the balance of the FY to carry out board-authorized expenditures.

See posted supporting documents via the Board Calendar Event post. (1 page)

Item No. 6 Heath Kline and August Steurer, WHIP Co-Chairs

(24-051) CIS seeking increased NC funding in the City Budget

For discussion and possible action (3 pages)

Motion from WHIP to approve Community Impact Statement (CIS) for submission regarding Neighborhood Council funding in the city's 2024-2025 budget discussions.

To make a case for increased Neighborhood Council funding, the CIS highlights the disparity between the city's budget growth and the diminishing funding allocated to Neighborhood Councils (NCs). It calls for immediate budget increases to match inflation-adjusted levels, reinstatement of the 3-year fund rollover policy, a base-plus-per-resident funding model, and additional support for NCs with unique challenges.

The CIS emphasizes the increased costs associated with digital and traditional stakeholder engagement, the necessity for professional digital marketing skills, and the financial strain of maintaining a digital presence across multiple platforms. It seeks support from the City to equip NCs with the necessary resources for effective community engagement in the digital era.

The Woodland Hills Issues and Policies (WHIP) Committee recommends that the Woodland Hills — Warner Center Neighborhood Council Board adopt the resolution outlined in the CIS and file it on the City of Los Angeles's Community Impact Statement portal for the 2024-2025 budget discussions (CF 24-0600). Additionally, the Board shall inform Council Member Bob Blumenfield, Chair of the Budget, Finance, and Innovation Committee, Mayor Karen Bass, and other relevant city officials of its position advocating for increased funding and support for Neighborhood Councils.

WHIP Vote: Yes– Kline, Haber, Steurer, Waltrip, Williams; No– None

See posted supporting documents via the Board Calendar Event post.

Item No. 7 Heath Kline and August Steurer, WHIP Co-Chairs

(24-052) CIS regarding Faith-Based Owned Property Affordable Housing

For discussion and possible action

Motion from WHIP to approve Community Impact Statement (CIS) for submission to CF 23-0172 regarding the proposed City policy for reduced requirements for affordable housing projects on faith-based and non-profit educational organization properties.

The CIS opposes unless amended, the proposed city ordinance implementing Senate Bill 4 (SB 4) with reduced requirements for affordable housing development on nonprofit-owned properties. It cites concerns about potential developers' abuse, neighborhood impacts, loss of amenities, and increased demands on city services.

The Woodland Hills Issues and Policies Committee recommends that the Woodland Hills — Warner Center Neighborhood Council Board adopt the accompanying Position statement and file it on the City of Los Angeles's Community Impact Statement portal. Additionally, the Board shall inform Council District 3 and City Planning of its position opposing CF 23-0172 unless amended.

WHIP Vote: Yes – Kline, Steurer, Williams; No – None; Absent – Haber, Waltrip

See posted supporting documents via the Board Calendar Event post. (2 pages)

Item No. 8 Heath Kline and August Steurer, WHIP Co-Chairs

(24-053) CIS regarding Speaking Rights for Non-Certified Community Councils

For discussion and possible action

Motion from WHIP to approve Community Impact Statement (CIS) for submission to CF 15-0389-S2 regarding the city council motion to grant uncertified Community Councils the same speaking rights at city meetings as Certified Neighborhood Councils.

The CIS opposes the motion to grant uncertified Community Councils the same speaking rights as Certified Neighborhood Councils at city meetings. It cites concerns about the lack of requirements and oversight for Community Councils, potential decertification of Neighborhood Councils, unequal playing field, misrepresentation of community interests, confusion for

community members, duplication of efforts, competition for resources and attention, and undermining of Neighborhood Council legitimacy.

The Woodland Hills Issues and Policies (WHIP) Committee recommends that the Woodland Hills — Warner Center Neighborhood Council Board adopt the following position statement and file it on the City of Los Angeles's Community Impact Statement portal. Additionally, the Board shall inform Council District 3 and the Department of Neighborhood Empowerment of its position opposing CF 15-0389-S2.

WHIP Vote: Yes – Kline, Steurer, Williams; No – None; Absent – Haber, Waltrip

See posted supporting documents via the Board Calendar Event post. (2 pages)

Item No. 9 Heath Kline and August Steurer, WHIP Co-Chairs

(24-054) CIS proposing a ballot measure to replace City Charter Article IX

For discussion and possible action

Motion from WHIP to approve Community Impact Statement (CIS) for submission to CF 23-1027 regarding the proposed ballot measure to amend Article IX of the Los Angeles City Charter.

The CIS supports having the city council initiate a ballot measure to amend/replace Article IX of the Los Angeles City Charter, which aims to address the long-standing challenges and inconsistent support faced by Neighborhood Councils. The proposed revisions seek to establish a more robust, equitable, and accountable framework for the Neighborhood Council system, ensuring that these grassroots bodies receive the recognition, support, and resources they require to thrive.

The Woodland Hills Issues and Policies Committee recommends that the Woodland Hills — Warner Center Neighborhood Council Board adopt the accompanying Position statement and file it on the City of Los Angeles's Community Impact Statement portal. Additionally, the Board shall inform Council District 3 of its position supporting a ballot measure to replace Article IX of the City Charter based on the provided accompanying document.

WHIP Vote: Yes – Kline, Steurer, Williams; No – None; Absent – Haber, Waltrip

See posted supporting documents via the Board Calendar Event post.(23 pages)

Item No. 10

Dena Weiss, President

(24-055) CF 24-0465 DONE GM Confirmation

For discussion and possible action

Motion from LANCC representatives August Steurer and Heath Kline to approve Community Impact Statement (CIS) for submission regarding Confirmation of the Mayor's appointment of Carmen Chang as General Manager of the Department of Neighborhood Empowerment.

Motion:

Deferral of Confirmation for the Department of Neighborhood Empowerment General Manager

Whereas, the Mayor has recommended Carmen Chang as the next General Manager of the Department of Neighborhood Empowerment (DONE) as per Council File 24-0465;

Whereas, Article V, Section 508 of the City Charter grants the City Council the authority to act on appointments made by the Mayor;

Whereas, the Neighborhood Councils, as established by the City Charter, have the right to provide input and express their concerns regarding matters that directly impact their operations and the Neighborhood Council system as a whole;

Whereas, the Neighborhood Councils should be provided with relevant information on Carmen Chang's qualifications for the position of General Manager of the Department of Neighborhood Empowerment to facilitate informed discussions and input;

Whereas, it is crucial for the Neighborhood Councils to understand Carmen Chang's intentions, plans, and vision for the Department of Neighborhood Empowerment to ensure a productive working relationship and the continued success of the Neighborhood Council system;

Whereas, the Neighborhood Councils only learned of the appointment of Carmen Chang less than a week before a committee of the City Council approved the recommendation, leaving little opportunity for the Neighborhood Councils to provide formal comments or input on the matter;

Therefore, the Board of the Woodland Hills - Warner Center Neighborhood Council moves and requests that:

1. The Los Angeles City Council defer the confirmation of Carmen Chang as the next General Manager of the Department of Neighborhood Empowerment for up to the 45-day window allowed under the City Charter.
2. During this deferral period, a minimum of 30 days be allocated to allow Carmen Chang to meet with Neighborhood Councils and other interested parties to discuss issues of importance to the Neighborhood Councils and the Neighborhood Council system, as well as her intentions, plans, and vision for the Department of Neighborhood Empowerment.
3. The City Council consider the input provided by the Neighborhood Councils during these meetings before making a final decision on the confirmation of Carmen Chang as the next General Manager of the Department of Neighborhood Empowerment.
4. The Mayor's Office and the Department of Neighborhood Empowerment provide the Neighborhood Councils with relevant information on Carmen Chang's qualifications and suitability for the position of General Manager to facilitate informed discussions and input.
5. The City Council and the Mayor's Office ensure that, in the future, Neighborhood Councils are given adequate notice and opportunity to provide input on appointments and decisions that directly impact the Neighborhood Council system.
6. A copy of this motion be sent to the Los Angeles City Council, the Mayor's Office, and the Department of Neighborhood Empowerment.

2. **Committee Reports** - none

Arts and Culture Committee – Masha Dowell, Chair

Budget Committee – Heath Kline, Chair

Community Services Committee – Joyce Fletcher, Chair

Community Outreach Committee – Tracey Rosen, Chair

Education and Youth Committee – Julie Waltrip, Chair

Environmental & Beautification Committee – Karen DiBiase, Chair

Governance Committee – Dena Weiss, Chair

Governmental Relations – Bobby Wasserman, Chair

Public Health and Homelessness Committee –Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs
Public Safety and Transportation –Julie Waltrip, Chair
PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs
WHIP Committee – August Steurer and Heath Kline, Co-Chairs

Area Reports - none

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey
Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell
Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron
Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Aava Dekordi
Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins
Area 6 –William Barnett, Heath Kline, Bobby Wasserman, Janice Mendell
Area 7 – Kate Kennedy, Joyce Fletcher, Schyler Katz, Rosaleen O’Sullivan

The next Regular Board meeting will be held in person on **June 12, 2024**, once more at the Fire Station #84, unless otherwise indicated. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time.

Meeting dates for the 2024-2025 year: Full Board meetings are held the second Wednesday of every month at 6:30 p.m. Check the NC website calendar for a complete list of committee and board meetings. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

*THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate based on disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) before the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org.

*PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non- exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.whcouncil.org or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact the President and / or Dena Weiss, at email address d.weiss@whcouncil.org.

*PUBLIC POSTING OF AGENDAS – agendas are posted for public review as follows:

- www.whcouncil.org and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

A copy of this agenda is also physically posted in the plexiglass case fixed to the front door of the Firestation 84 located at 21050 Burbank Blvd., Woodland Hills, CA, 91367

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- ***RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at www.whcouncil.org
- **SERVICIOS DE TRADUCCIÓN** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Dena Weiss al d.weiss@whcouncil.org o por correo electrónico avisar al Concejo Vecinal.
- **Notice to Paid Representatives** - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978- 1960 or ethics.commission@lacity.org.

May 22, 2024

Minutes

CITY OF LOS ANGELES

CALIFORNIA



**Neighborhood Council
Governing Board Officers:**

President Dena Weiss
Vice President Tracey Rosen
Secretary Karen DiBiase
Treasurer Heath Kline
Parliamentarian Don Patterson

Email: NCsupport@lacity.org

Website: www.empowerla.org



WOODLAND HILLS
WARNER CENTER
NEIGHBORHOOD COUNCIL

Special Full Board *Meeting*
over Zoom
MINUTES
Wednesday, May 22, 2024
6:30 PM

Zoom Meeting Online or By Telephone
Please click the link below to join the webinar:
<https://us02web.zoom.us/j/87480354700>
Or Dial (669) 900-6833 to Join the Meeting
Code is 87480354700 and Press #

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Karen DiBiase, Secretaria, al 818-639-9444 o por correo electrónico www.whcouncil.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE OCTOBER 6, 2023 ENACTMENT OF CALIFORNIA SENATE BILL 411 (PORTANTINO) AND LA CITY COUNCIL APPROVAL ON NOVEMBER 1, 2023, THIS WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL COMMITTEE MEETING WILL BE AVAILABLE VIRTUALLY.

Every person wishing to address the Committee must enter the meeting via the above Zoom link or dial (669) 900-6833 and enter 87480354700 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Meeting of the Woodland Hills – Warner Center Neighborhood Council [WHWCNC] meeting, the public will be requested to dial *9 by phone or use the Raise Hand option on Zoom, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered.

Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future WHWCNC Board or Board meeting. Public comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.

SB 411 Updates:

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the Board control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the Board from broadcasting the meeting may be challenged pursuant to Section 54960.1.

The Board shall not require public comments to be submitted in advance of the meeting and shall provide an

opportunity for the public to address the Board and offer comments in real time.

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the Board, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(i) If the Board provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraphh to provide public comment until that timed public comment period has elapsed.

(ii) If the Board does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment.

(iii) If the Board provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

Board Members:

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey

Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell

Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Aava Dekordi

Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins

Area 6 –William Barnett, Heath Kline, Bobbie Wasserman, Janice Mendell

Area 7 – Kate Kennedy, Joyce Fletcher, Schyler Katz, Rosaleen O’Sullivan

At-Large – August Steurer, Vacant Seat for Alternate

Youth Member – Vacant seat

AGENDA

Call to Order – *Dena Weiss, 6:39pm*

Pledge of Allegiance – *Not done due to expected length of meeting*

Roll Call – *Karen DiBiase*

Quorum at time of meeting called to order: 20

Present: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin (left early 7:38pm), Dena Weiss, Aava Dekordi (left early 7:15pm), Steve Sommers, Bill Barnett, Heath Kline, Bobby Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer

Absent: Geoffrey Hobson, Masha Dowell, Harout Aristakessian, Jayce Baron, Christopher Waddy, Julie Waltrip, Allan Biggins, Janice Mendel, Schyler Katz

Public Announcements:

Office of Councilmember Bob Blumenfield – *rep not present*

Office of Mayor Karen Bass – *David Bright, West Valley Rep for CD3 and CD12*

1) *Prelim LA City Budget to be voted on 5-23-24 (Thursday).*

2) *Question Asked by NC Board member: What is the NC budget for 2024/25? Response: Will need to follow up.*

Empower LA – *Prabhjot Chamber, DONE Rep for WHWCNC – not present*

Other Local Agencies – *none*

General Public Comment, by the Public, on Non-Agenda Items:

General Public Comment is limited to (2) minutes per speaker and up to 10 minutes total. - none

I. Organization, Operation, Policies, & Procedures- limited to prior agenda items:

All comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board.

Time limits set for each agenda item may be adjusted by the presiding officer of the Board. Time limits may vary so the public is encouraged to join the meeting several minutes PRIOR to a specific agenda item being discussed.

2. Items for Discussion and Possible Action:

Item No. 1 [continued item (8) (24-44) from April and May regular meetings]

Joyce Fletcher, Chair of Community Services Committee

(24-049) Funding Request – 2 in 1 Hand Cart/HandTruck Foldable Dolly

For discussion and possible action

Motion for the Board to approve up to \$174.01 from the 2023-2024 Budget/General Outreach for the purchase of a foldable hand truck dolly to be used to move large and heavy NC inventory items such as a table, chairs, large speaker system, tent, etc. to and from meetings and events. Description: 2 in 1 Hand Truck Dolly Foldable, 330 LB capacity portable folding hand cart with retractable handle and wheels. To be purchased from Amazon.com.

See posted supporting documents

Motion: *Joyce Fletcher, Second: Heath Kline*

Roll Call Vote

PASS Yes: 18 No: 0 Abstain: 0 Ineligible: 1 Total: 19

- *YES: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE: Aava Dekordi (Alt)*

NOTE: Steve Sommers having internet connection issued. Temporarily left zoom meeting. Not voted on Item#1

Item No. 2

Homelessness and Social Justice Advocacy Committee –Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs

(24-50) Funding Request - Motion to RE-VOTE to RE-APPROVE \$3,000 as a Neighborhood Purpose Grant for the Benefit of the West Valley YMCA Food Distribution program

Discussion and possible action:

On April 12, 2024, the board of the Woodland Hills-Warner Center Neighborhood Council voted to approve the following Agenda Item (24-042). However, there is a concern that as this has not yet been presented to the City Clerk within the deadline allowed by the City Clerk, and as that deadline is getting close, the board must Re-Vote to Re-Approve the original agenda item.

Re-approve the previously voted on and passed agenda item 24-042, which was previously worded as:

Since the beginning of the pandemic, the West Valley Family YMCA has stepped up to provide much needed services to the western part of the valley. From distance learning, to first responder childcare, shower program and a program that still operates to this day, fresh produce distribution. This program is something it offers every Wednesday, rain or shine, that sees over 300 families pick up fresh produce and pantry goods. This grant would help us cover a few months' worth of transportation expenses and would give it the opportunity to use resources on other programming and supplies that families may need.

For discussion and possible action: Motion for the Board to fund and support an NPG in the amount of \$3000 for the Food Distribution Program. The program requires transportation to pick-up and deliver food items to the West Valley Location. The program complies with the city clerk's mandate that NPG-funded projects and activities must be for a public benefit and purpose, open, accessible, and free of charge to stakeholders. IRS Letter attached. NPG form Attached.

Vote was yes-6, no-0. Motion passed.

Motion on April 12, 2024: Reina Cerros-McCaughey, Second: Harout Aristakessian

Roll Call Vote on April 12, 2024

PASS Yes: 15 No: 2 Abstain: 3 Ineligible: 2 Total: 22

- **YES:** Geoffrey Hobson, Reina Cerros-McCaughey, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Martin Lipkin, Dena Weiss, Christopher Waddy, Julie Waltrip, Steve Sommers, Kate Kennedy, Joyce Fletcher
- **NO:** Heath Kline, August Steurer
- **ABSTAIN:** Karen DiBiase, Julian Tu, Bobby Wasserman
- **INELIGIBLE:** Masha Dowell (Alt), Aava Dekodi (Alt)

See prior minutes in supporting documents

Motion: Reina Cerros-McCaughey, Second: Heath Kline

Roll Call Vote

PASS Yes: 15 No: 0 Abstain: 4 Ineligible: 1 Total: 20

- *YES: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Don Patterson, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan*
- *NO:*
- *ABSTAIN: Julian Tu, Martin Lipkin, Bobbie Wasserman, August Steurer*
- *INELIGIBLE: Aava Dekordi (Alt)*

NOTE: Steve Sommers returned to the zoom meeting, and voted on Item#2

Item No 3

Homelessness and Social Justice Advocacy Committee —Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs

(24-51) Funding Request - Motion to RE-VOTE to RE-APPROVE as a Neighborhood Purpose Grant for the Benefit of the New Friend Homeless Center /Miracle Minded Ministries NPG- Community Support in the amount of \$1,500

Discussion and possible action:

On April 12, 2024, the board of the Woodland Hills-Warner Center Neighborhood Council voted to approve the following Agenda Item (24-043). However, there is a concern that as this has not yet been presented to the City Clerk within the deadline allowed by the City Clerk, and as that deadline is getting close, the board must Re-Vote to Re-Approve the original agenda item.

This grant request is to gain financial support for food and supply expenses required for feeding the unhoused and food insecure population in Woodland Hills. New Friends Homeless Center currently operates meal services on Friday nights at 5650 Shoup Avenue in Woodland Hills. Any funds received as part of this grant will be used exclusively for food & supplies for an estimated 500 meals provided at NFHC for each month. This includes regular meal service on Friday nights. NFHC, with its strong and courageous leadership and committed group of volunteers from our community, is up to the task of providing meals to those who need it the most. This grant will help support our ability to provide meals for the less fortunate in the community while also bringing together those from our community to serve and make a lasting difference. The program complies with the city clerk’s mandate that NPG-funded projects and activities must be for a public benefit and purpose, open, accessible, and free of charge to stakeholders. IRS Letter attached. NPG form Attached

Roll call vote of members:

Vote count yes-6, no-0. Motion passed.

Motion on April 12, 2024: Reina Cerros-McCaughey, Second: Harout Aristakessian 11

Roll Call Vote on April 12, 2024

PASS Yes: 16 No: 3 Abstain: 1 Ineligible: 2 Total: 22

- **YES:** Karen DiBiase, Geoffrey Hobson, Reina Cerros-McCaughey, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Harout Aristakessian, Don Patterson, Dena Weiss, Christopher Waddy, Julie Waltrip, Steve Sommers, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher
- **NO:** Martin Lipkin, Heath Kline, August Steurer
- **ABSTAIN:** Julian Tu
- **INELIGIBLE:** Masha Dowell (Alt), Aava Dekodi (Alt)

See prior minutes in supporting documents

Motion: Reina Cerros-McCaughey, Second: Heath Kline

Roll Call Vote

PASS Yes: 16 No: 1 Abstain: 2 Ineligible: 0 Total: 19

- **YES:** Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Don Patterson, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O'Sullivan
- **NO:** Martin Lipkin
- **ABSTAIN:** Julian Tu, August Steurer
- **INELIGIBLE:**

NOTE: Aava Dekordi left the meeting at 7:15pm, and did not vote on Item#3

Item No. 4

Heath Kline, Treasurer

(24-052) Motion to reallocate the WHWCNC Board Budget to fund the April 10 Board voted NPGs and pending May spending item(s) with the limited unspent funds available this FY.

Item No. 5 (Updated Motion & Support Doc for 5/22/24 Meeting)

Heath Kline, Treasurer

(24-050) Motion to reallocate the WHWCNC Board Budget to fund the April 10 & May 8 Board voted NPGs and pending YE spending item(s) with the limited unspent funds available this FY.

For discussion and possible action (estimated time 10 minutes)

The Woodland Hills-Warner Center Neighborhood Council hereby reallocates its Fiscal Year 2023-2024 budget ending June 30, 2024, last updated 3/13/24 [BAC 08 (24-034)], and filed with the City Clerk as follows:

Office/Operational Expenditures:

- Decrease Space Rental for Board Meetings (Line 20) by \$700, from \$1,200 to \$500.

- Increase NC Storage at StorQuest (Line 21) by \$353, from \$2,940 to \$3,293.
- Decrease Phone System - Grasshopper (Line 22) by \$809.42, from \$1,200 to \$390.58.
- Decrease Constant Contact (Line 26) by \$69, from \$960 to \$891.
- Increase Mailbox Rental at UPS (Line 28) by \$16, from \$500 to \$516.
- Decrease Office Supplies and Printing (Line 29) by \$1,800.00, from \$2,000 to \$200.
- Decrease Paper and Ink (Line 30) by \$500, from \$500 to \$0.
- Decrease Email and Web Hosting and Support (Line 31) by \$1,870.94, from \$2,600 to \$729.06.
- Decrease Food & Refreshments For NC Meetings, Retreats, & Outreach Events (Line 34) by \$200 from \$1,000 to \$800
- Add SB-411/AB-2449 Hybrid Meeting Equipment (Line 35) for \$0.00
- Add Past Due Verizon Wireless Hotspot (Line 37) for \$864.13.

The net change in the Office/Operational Expenditures category is a decrease of \$4,722.83, from \$12,630.46 to \$7,907.63.

Outreach Expenditures:

- Decrease Replace Damaged NC Pole Banners (Line 46) by \$29.47, from \$900 to \$870.53.
- Decrease HALO Purchase of giveaway bags & keychains (Line 47) by \$15.15, from \$2,500 to \$2,484.85.
- Decrease Minuteman Press or alt printer 1000 4/4 4x9 Rack Cards (Line 51) by \$157.45, from \$275 to \$117.55.
- Decrease WHWCNC Branded Promotional Items 4Imprint (Lines 53-59) by \$868.12, from \$5,000 to \$4,131.
- Decrease T-Shirt Guys (Lines 61-66) by \$247.58, from \$2,500 to \$2,252.42.
- Add General Outreach (not yet allocated to specific items) (Line 73) for \$1,540.60

The Outreach Expenditures category has an increase of \$222.83 from \$16,950.00 to \$17,172.83.

Neighborhood Purposes Grants (NPG) Expenditures:

- Add \$3,000 for the West Valley YMCA Food Distribution Program NPG (Line 95), approved on April 10, 2024 (Item 6, 24-42).
- Add \$1,500 for the New Friends Homeless Center Feeding Program NPG (Line 96), approved on April 10, 2024 (Item 7, 24-43).
- Add \$3,000 for LAPD Foundation – Topanga Station NPG (Line 97), approved on May 8, 2024 (Item 3, (24-048).

The net change in the NPG Expenditures category is an increase of \$7,500 from \$7,800.00 to \$15,300.

Community Improvement Projects (CIP) Expenditures:

- Decrease the Environmental Project (Line 102) by \$1,000, from \$1,000 to \$0.
- Decrease the Homeless Project (Line 103) by \$1,000, from \$1,000 to \$0.
- Decrease the Public Safety Project (Line 104) by \$1,000, from \$1,000 to \$0.

The net change in the CIP Expenditures category is a decrease of \$3,000, from \$3,000.00 to \$0.00.

In total, these reallocations result in a no net change to the WHWCNC's total 23-24FY annual budget of \$41,130.46.

The WHWCNC board authorizes any two Board Funding Officers (President, Vice President, and Treasurer) to agree and spend the \$288.32 in unspent funds available after this reallocation within the Office/Operational Expenditures budget category to meet any necessary expenditures to ensure the board's ongoing smooth operation,] maintenance, and stakeholder engagement needs before the June 30 FYE. If the funds are not needed, they will roll over to the next FY budget.

The WHWCNC board directs the treasurer to file this BAC motion and the referenced WHWCNC FYE Planning Budget Spread Sheet revised budget, included in the supporting documentation with the City Clerk as required, and use it for the balance of the FY to carry out board-authorized expenditures.

[See posted WHWCNC FYE Planning Budget Spread Sheet via the Board Calendar Event post. \(1 page\)](#)

***Motion:** Heath Kline, Second: Shelley Schwartz*

Roll Call Vote

PASS Yes: 19 No: 0 Abstain: 0 Ineligible: 0 Total: 19

- *YES: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE:*

Item No. 5 Heath Kline and August Steurer, WHIP Co-Chairs

(24-053) CIS seeking increased NC funding in the City Budget

For discussion and possible action (3 pages)

Motion from WHIP to approve Community Impact Statement (CIS) for submission regarding Neighborhood Council funding in the city's 2024-2025 budget discussions.

To make a case for increased Neighborhood Council funding, the CIS highlights the disparity between the city's budget growth and the diminishing funding allocated to Neighborhood Councils (NCs). It calls for immediate

budget increases to match inflation-adjusted levels, reinstatement of the 3-year fund rollover policy, a base-plus-per-resident funding model, and additional support for NCs with unique challenges.

The CIS emphasizes the increased costs associated with digital and traditional stakeholder engagement, the necessity for professional digital marketing skills, and the financial strain of maintaining a digital presence across multiple platforms. It seeks support from the City to equip NCs with the necessary resources for effective community engagement in the digital era.

The Woodland Hills Issues and Policies (WHIP) Committee recommends that the Woodland Hills — Warner Center Neighborhood Council Board adopt the resolution outlined in the CIS and file it on the City of Los Angeles's Community Impact Statement portal for the 2024-2025 budget discussions (CF 24-0600). Additionally, the Board shall inform Council Member Bob Blumenfield, Chair of the Budget, Finance, and Innovation Committee, Mayor Karen Bass, and other relevant city officials of its position advocating for increased funding and support for Neighborhood Councils.

WHIP Vote: Yes– Kline, Haber, Steurer, Waltrip, Williams; No– None

See posted supporting documents via the Board Calendar Event post.

Motion: *Heath Kline, Second: Dena Weiss*

Roll Call Vote

PASS Yes: 19 No: 0 Abstain: 0 Ineligible: 0 Total: 19

- *YES: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Don Patterson, Martin Lipkin, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer*
- *NO:*
- *ABSTAIN:*
- *INELIGIBLE:*

Item No. 6 Heath Kline and August Steurer, WHIP Co-Chairs

(24-054) CIS regarding Faith-Based Owned Property Affordable Housing

For discussion and possible action

Motion from WHIP to approve Community Impact Statement (CIS) for submission to CF 23-0172 regarding the proposed City policy for reduced requirements for affordable housing projects on faith-based and non-profit educational organization properties.

The CIS opposes unless amended, the proposed city ordinance implementing Senate Bill 4 (SB 4) with reduced requirements for affordable housing development on nonprofit-owned properties. It cites concerns about potential developers' abuse, neighborhood impacts, loss of amenities, and increased demands on city services.

The Woodland Hills Issues and Policies Committee recommends that the Woodland Hills — Warner Center Neighborhood Council Board adopt the accompanying Position statement and file it on the City of Los Angeles's Community Impact Statement portal. Additionally, the Board shall inform Council District 3 and City Planning of its position opposing CF 23-0172 unless amended.

WHIP Vote: Yes – Kline, Steurer, Williams; No – None; Absent – Haber, Waltrip

See posted supporting documents via the Board Calendar Event post. (2 pages)

***Motion:** August Steurer, Second: Heath Kline*

Roll Call Vote

PASS Yes: 15 No: 0 Abstain: 3 Ineligible: 0 Total: 18

- *YES: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Tracey Rosen, Dean Matthew, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, August Steurer*
- *NO:*
- *ABSTAIN: Peter Haber, Don Patterson, Rosaleen O'Sullivan*
- *INELIGIBLE:*

NOTE: Martin Lipkin left the meeting at 7:30pm, and did not vote on Item#6

NOTE: Don Patterson voted “present” for Item#6 and requested this be added to the Minutes.

Per Robert’s Rules, 12th Edition, Section 45:47, when calling a roll call vote, when their names are called, answer “aye” (for “yes” or “yea”), those opposed will answer “no” (or “nay”).

Section 45:48, each member, as his name is called, responds in the affirmative or negative as shown above. If he does not wish to vote, he answers “present” or (“abstain”). If he is not ready to vote, but wishes to be called on again after the roll has been completely called, he answers “pass”.

Our Bylaws were officially amended on 3-13-2024. Per Article V, Section 3: a simple majority vote by the board members, present and voting, shall be required to pass motions. Abstentions shall not be counted as votes.

The City Clerk uses the word abstain on the BAC forms that are required for NC funding requests.

Therefore, to be consistent with previously recorded Minutes, NC member votes will be recorded as:

*“Aye”, “Yes” and “Yea” will be counted as **YES***

*“Nay” and “No” will be counted as **NO***

*“Abstain” and “Present” will be counted at **ABSTAIN***

Item No. 7 Heath Kline and August Steurer, WHIP Co-Chairs

(24-055) CIS regarding Speaking Rights for Non-Certified Community Councils

For discussion and possible action

Motion from WHIP to approve Community Impact Statement (CIS) for submission to CF 15-0389-S2 regarding the city council motion to grant uncertified Community Councils the same speaking rights at city meetings as Certified Neighborhood Councils.

The CIS opposes the motion to grant uncertified Community Councils the same speaking rights as Certified Neighborhood Councils at city meetings. It cites concerns about the lack of requirements and oversight for Community Councils, potential decertification of Neighborhood Councils, unequal playing field, misrepresentation of community interests, confusion for

community members, duplication of efforts, competition for resources and attention, and undermining of Neighborhood Council legitimacy.

The Woodland Hills Issues and Policies (WHIP) Committee recommends that the Woodland Hills — Warner Center Neighborhood Council Board adopt the following position statement and file it on the City of Los Angeles's Community Impact Statement portal. Additionally, the Board shall inform Council District 3 and the Department of Neighborhood Empowerment of its position opposing CF 15-0389-S2.

WHIP Vote: Yes – Kline, Steurer, Williams; No – None; Absent – Haber, Waltrip

See posted supporting documents via the Board Calendar Event post. (2 pages)

***Motion:** Heath Kline, Second: Shelley Schwartz*

Roll Call Vote

PASS Yes: 17 No: 1 Abstain: 0 Ineligible: 0 Total: 18

- YES: Karen DiBiase, Shelley Schwartz, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Don Patterson, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O’Sullivan, August Steurer
- NO: Reina Cerros-McCaughey
- ABSTAIN:
- INELIGIBLE:

Item No. 8 Heath Kline and August Steurer, WHIP Co-Chairs

(24-056) CIS proposing a ballot measure to replace City Charter Article IX

For discussion and possible action

Motion from WHIP to approve Community Impact Statement (CIS) for submission to CF 23-1027 regarding the proposed ballot measure to amend Article IX of the Los Angeles City Charter.

The CIS supports having the city council initiate a ballot measure to amend/replace Article IX of the Los Angeles City Charter, which aims to address the long-standing challenges and inconsistent support faced by Neighborhood

Councils. The proposed revisions seek to establish a more robust, equitable, and accountable framework for the Neighborhood Council system, ensuring that these grassroots bodies receive the recognition, support, and resources they require to thrive.

The Woodland Hills Issues and Policies Committee recommends that the Woodland Hills — Warner Center Neighborhood Council Board adopt the accompanying Position statement and file it on the City of Los Angeles's Community Impact Statement portal. Additionally, the Board shall inform Council District 3 of its position supporting a ballot measure to replace Article IX of the City Charter based on the provided accompanying document.

WHIP Vote: Yes – Kline, Steurer, Williams; No – None; Absent – Haber, Waltrip

See posted supporting documents via the Board Calendar Event post. (23 pages)

Motion: August Steurer, Second: Heath Kline

Roll Call Vote

PASS Yes: 17 No: 1 Abstain: 0 Ineligible: 0 Total: 18

- YES: Karen DiBiase, Shelley Schwartz, Reina Cerros-McCaughey, Julian Tu, Paul Lawler, Peter Haber, Tracey Rosen, Dean Matthew, Dena Weiss, Steve Sommers, Bill Barnett, Heath Kline, Bobbie Wasserman, Kate Kennedy, Joyce Fletcher, Rosaleen O'Sullivan, August Steurer
- NO: Don Patterson
- ABSTAIN:
- INELIGIBLE:

Item No. 9

August Steurer and Heath Kline, WHIP and LANCC representatives

(24-057) CF 24-0465 DONE GM Confirmation

For discussion and possible action

Motion from LANCC representatives August Steurer and Heath Kline to approve Community Impact Statement (CIS) for submission regarding Confirmation of the Mayor's appointment of Carmen Chang as General Manager of the Department of Neighborhood Empowerment.

Motion:

Deferral of Confirmation for the Department of Neighborhood Empowerment General Manager

Whereas, the Mayor has recommended Carmen Chang as the next General Manager of the Department of Neighborhood Empowerment (DONE) as per Council File 24-0465;

Whereas, Article V, Section 508 of the City Charter grants the City Council the authority to act on appointments made by the Mayor;

Whereas, the Neighborhood Councils, as established by the City Charter, have the right to provide input and express their concerns regarding matters that directly impact their operations and the Neighborhood Council system as a whole;

Whereas, the Neighborhood Councils should be provided with relevant information on Carmen Chang's qualifications for the position of General Manager of the Department of Neighborhood Empowerment to facilitate informed discussions and input;

Whereas, it is crucial for the Neighborhood Councils to understand Carmen Chang's intentions, plans, and vision for the Department of Neighborhood Empowerment to ensure a productive working relationship and the continued success of the Neighborhood Council system;

Whereas, the Neighborhood Councils only learned of the appointment of Carmen Chang less than a week before a committee of the City Council approved the recommendation, leaving little opportunity for the Neighborhood Councils to provide formal comments or input on the matter;

Therefore, the Board of the Woodland Hills - Warner Center Neighborhood Council moves and requests that:

1. The Los Angeles City Council defer the confirmation of Carmen Chang as the next General Manager of the Department of Neighborhood Empowerment for up to the 45-day window allowed under the City Charter.
2. During this deferral period, a minimum of 30 days be allocated to allow Carmen Chang to meet with Neighborhood Councils and other interested parties to discuss issues of importance to the Neighborhood Councils and the Neighborhood Council system, as well as her intentions, plans, and vision for the Department of Neighborhood Empowerment.
3. The City Council consider the input provided by the Neighborhood Councils during these meetings before making a final decision on the confirmation of Carmen Chang as the next General Manager of the Department of Neighborhood Empowerment.
4. The Mayor's Office and the Department of Neighborhood Empowerment provide the Neighborhood Councils with relevant information on Carmen Chang's qualifications and suitability for the position of General Manager to facilitate informed discussions and input.
5. The City Council and the Mayor's Office ensure that, in the future, Neighborhood Councils are given adequate notice and opportunity to provide input on appointments and decisions that directly impact the Neighborhood Council system.
6. A copy of this motion be sent to the Los Angeles City Council, the Mayor's Office, and the Department of Neighborhood Empowerment.

Motion: August Steurer, Second: none

Motion is withdrawn by Heath Kline. No vote was taken on Item#9

2. **Committee Reports,**

Arts and Culture Committee – Masha Dowell, Chair, *Committee will start meeting on 4th Wed*
Budget Committee – Heath Kline, Chair, *Working on Draft Budget for next fiscal year 2024-25*
Community Services Committee – Joyce Fletcher, Chair, *Working on a NC Toy Drive for the holidays*
Community Outreach Committee – Tracey Rosen, Chair, *Website is now uploaded with LA City resources*
Education and Youth Committee – Julie Waltrip, Chair, *Not present*
Environmental & Beautification Committee – Karen DiBiase, Chair, *Continuing our monthly 1st Saturday Community Cleanups and working on a free tree give away in the Fall*
Governance Committee – Dena Weiss, Chair, *Working on being stricter on attendance*
Government Relations – Bobbie Wasserman and Shelley Schwartz, Co-Chairs, *Working on motions*
Public Health and Homelessness Committee – Reina Cerros-McCaughey and Geoffrey Hobson, Co-Chairs, *Will have a report next month*
Public Safety and Transportation – Julie Waltrip and Shelly Schwartz, Co-Chairs, *There will be a New Chief of Police zoom on May 30th, Police Advisory meeting is 1st Wed and SLO Neighborhood Watch is 3rd Wed*
PLUM Committee – Don Patterson and Marty Lipkin, Co-Chairs, *Joint PLUM/Board/Planning Dept zoom on May 16th. PLUM to discuss how to move forward with the Community Plan at a future meeting*
WHIP Committee – August Steurer and Heath Kline, Co-Chairs, *Wants to add new committee members who can help write CIS letters*

Area Reports - None noted

Area 1 - Karen DiBiase, Geoffrey Hobson, Shelly Schwartz, Reina Cerros-McCaughey

Area 2 – Julian Tu, Paul Lawler, Peter Haber, Masha Dowell

Area 3 – Tracey Rosen, Dean Mathew, Harout Z. Aristakessian, Jayce Baron

Area 4 – Don Patterson, Martin Lipkin, Dena Weiss, Aava Dekordi

Area 5 – Christopher Waddy, Julie Waltrip, Steve Sommers, Allan Biggins

Area 6 – William Barnett, Heath Kline, Bobbie Wasserman, Janice Mendell

Area 7 – Kate Kennedy, Joyce Fletcher, Schyler Katz, Rosaleen O’Sullivan

Adjournment of Meeting: 8:24pm

Minutes submitted by Karen DiBiase, Secretary

The next Regular Board meeting will be held in person on **June 12, 2024**, once more at the Fire Station #84, unless otherwise indicated. Please visit the calendar page at whcouncil.org for the complete details and to confirm the date and time.

Meeting dates for the 2024-2025 year: Full Board meetings are held the second Wednesday of every month at 6:30 p.m. Check the NC website calendar for a complete list of committee and board meetings. Meeting dates and times are subject to change. Check the NC calendar for updated meeting schedules.

*THE AMERICAN WITH DISABILITIES ACT - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate based on disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72

hours) before the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org.

*PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non- exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.whcouncil.org or at the scheduled meeting. In addition, if you would like a copy of any record, if available, related to an item on the agenda, please contact the President and / or Dena Weiss, at email address d.weiss@whcouncil.org.

*PUBLIC POSTING OF AGENDAS – agendas are posted for public review as follows:

- www.whcouncil.org and go to the website Calendar page and click on the date – Board meetings are held on the second Wednesday of each month. Check the calendar for any change of meeting date and/or time.
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

A copy of this agenda is also physically posted in the plexiglass case fixed to the front door of the Fire Station #84 located at 21050 Burbank Blvd., Woodland Hills, CA, 91367

- .
- *RECONSIDERATION AND GRIEVANCE PROCESS - For information on the WHWCNC process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WHWCNC Bylaws. The Bylaws are available at our website at www.whcouncil.org
- SERVICIOS DE TRADUCCIÓN - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Dena Weiss al d.weiss@whcouncil.org o por correo electrónico avisar al Concejo Vecinal.
- Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978- 1960 or ethics.commission@lacity.org.

Item No. 1

Approval of MER for May 2024

Monthly Expenditure Report



Reporting Month: May 2024

Budget Fiscal Year: 2023-2024

NC Name: Woodland Hills-Warner
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$16047.51	\$4247.76	\$11799.75	\$6801.48	\$387.48	\$4610.79

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$25830.46	\$382.40	\$4299.75	\$801.48	\$3498.27
Outreach		\$3865.36		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$15300.00	\$0.00	\$7500.00	\$6000.00	\$1500.00
Funding Requests Under Review: \$387.48		Encumbrances: \$0.00		Previous Expenditures: \$25082.95	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORQUEST - WOODLA	05/01/2024	May 2024 Storage Facility Rental Fee - Storquest charged WHWCNC twice for this fee, so this charge was reversed.	General Operations Expenditure	Office	\$271.00
2	PY STORQUEST - WOODLA	05/08/2024	** DUPLICATE CHARGE BY STORQUEST ** for May 1 Rent Payment for NC storage unit not properly processed by StorQuest. See email correspondence between H. Kline WHWCNC & L Willford CC.	General Operations Expenditure	Office	\$271.00
3	EIG CONSTANTCONTACT.CO	05/10/2024	Constant Contact SaaS bulk email sending system May 24 billing.	General Operations Expenditure	Office	\$81.00
4	GRASSHOPPER.COM	05/13/2024	Grasshopper virtual phone system SaaS May billing	General Operations Expenditure	Office	\$30.40
5	PY STORQUEST - WOODLA	05/21/2024	Refund from StorQuest for duplicate payment charged for May 2024 rent	General Operations Expenditure	Office	-\$271.00

6	AMAZON MAR WHWCNC (24	05/28/2024	Motion for the Board to approve up to \$174.01 from the 2023-2024 Budget/General Outreach for the purchase of a foldable hand truck dolly to be used to move large and heavy NC inventory items such as a table, chairs, large speaker system, tent, etc. to and from meetings and events. Description: 2 in 1 Hand Truck Dolly Foldable, 330 LB capacity portable folding hand cart with retractable handle and wheels. To be purchased from Amazon.com. [Budget Line 72]	General Operations Expenditure	Outreach	\$128.09
7	Halo Branded Solutions, Inc.	04/29/2024	Item No. (7) Community Services Committee – Chair, Joyce Fletcher (24-007) Funding Request - WHWCNC Outreach/Promotional Items Discussion and possible action...	General Operations Expenditure	Outreach	\$2484.85
8	PIPERONI INC	05/07/2024	06 (24-032) Motion to Approve Purchase of NC branded T and Polo Shirts Items from T- Shirt Guys/Piperonii up to \$2,500 Motion to approve up to \$2,500 for 100 screen p...	General Operations Expenditure	Outreach	\$1252.42
Subtotal:						\$4247.76

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	Los Angeles Police Foundation	05/24/2024	The Public Safety Committee, moves that the full board approve the attached LA Police Foundation NPG for \$3000.00 and direct the treasurer to submit the NPG and supporting documentation t...	Neighborhood Purpose Grants		\$3000.00
2	West Valley Family YMCA	05/31/2024	The Public Safety Committee, moves that the full board approve the attached LA Police Foundation NPG for \$3000.00 and direct the treasurer to submit the NPG and supporting documentation t...	Neighborhood Purpose Grants		\$3000.00
3	L.A.U.S.D.	05/31/2024	LAUSD Invoice for WHA MPR rental for Spring 2023 Meetings Office/Operational Expenditures Category: Space Rental Board Meetings Budget Line 20 Received 5/31/2024	General Operations Expenditure	Office	\$414.00
4	City of Los Angeles - Dept of Neighborhood Empowerment	06/06/2024	Motion: the NC treasurer is directed to (a.) Renew the NC's expiring Zoom license at an annual cost of \$200.00; and (b.) obtain a second Zoom License at an annual cost of \$200.00 through DONE. The tre...	General Operations Expenditure	Office	\$387.48
Subtotal: Outstanding						\$6801.48

TRANSACTION RECEIPT

StorQuest - Woodland Hills Canoga

StorQuest - Woodland Hills Canoga

6030 Canoga Ave Woodland Hills CA 91367

<http://www.storquest.com>

woodlandhills01@storquest.com | (310) 451-8606

Transaction Details

Total: **\$271.00**

Date: **05-01-2024**

TXN ID: **p1_txn_66321181356c3a47969f78f**

Auth Code: **004735**

Status: **Approved**

Billing Details

Name: **Heath Kline**

Address: **91367**

Payment: **Master Card - 7237**

REFUND RECEIPT

StorQuest - Woodland Hills Canoga

StorQuest - Woodland Hills Canoga

6030 Canoga Ave Woodland Hills CA 91367

<http://www.storquest.com>

woodlandhills01@storquest.com | (310) 451-8606

Refund Details

Total: **-\$271.00**

Date: **05-21-2024**

TXN ID: **p1_txn_664d38fb409e1362f6866de**

Status: **Approved**

Sale Total: **\$271.00**

Billing Details

Payment: **Master Card - 7237**

1184 StorQuest - Woodland Hills / Canoga
6030 Canoga Ave
Woodland Hills, CA 91367

PAYMENT RECEIPT

Account Number:
1114354

Paul Lawler

20929 Ventura Blvd. Ste 47-535
 Woodland Hills, CA 91367
 (818) 312-5601

RECEIPT ID	PAYMENT DATE	CHANGE DUE	AMOUNT
832486248	5/8/2024	\$0.00	\$271.00

Invoice	Item	Qty	Rate	Discount	Subtotal	Tax	Total	Paid
#61381	XERCOR-1 Xercor Insurance Services LLC - \$3,000.00 (5/1/2024 - 5/31/2024)		\$12.00		\$12.00	\$0.00	\$12.00	\$12.00
#61381	Unit #3149 Rent Unit 3149 - 10x7.5x0 (5/1/2024 - 5/31/2024)		\$259.00		\$259.00	\$0.00	\$259.00	\$259.00

Total Paid

May 08, 2024 1:29 PM Mastercard ****7237 \$271.00

Unit #3149 paid through 5/31/2024

.....

If you have any past due amounts for your storage unit(s), those balances will appear below.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: After review and discussion, the WHWCNC has updated its budget allocations for their 23-24 FY budget effective 2/15/24 to support voted spending items through 2/15/24; where the board in the Outreach category reduced the Website Webmaster sub category by \$500 to \$1500 and increased the Valley Cultural Concerts sub category by \$500 to \$3500. We direct the treasurer to use this updated budget going forward and file it with the City Clerk as required.

Method of Payment: (Select One)

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayce Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schylar Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	21	0	0	3	4	0	4

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024**

Date: **February 15, 2024**

WHWCNC Annual Budget FY2023-2024	July (Pau)	August	September	October	November	December	January	February	March	April	May	June	Ytd Spent	Budget	Avail
As Adjusted & Adopted 9/13/23 BAC 3 (23-053)	Budget Allocation														
As Adjusted & Adopted 11/08/23 BAC 2 (23-069)															
As Adjusted & Adopted 01/10/24 BAC 7 (24-007)															
As Adjusted & Adopted 02/15/24 BAC 14 (24-025)															
<i>Spending trxs updated through 02/21/2024 & shows possible NPGs pending in committees</i>															
Annual Budget Funds													\$32,000.00		
Rollover Funds (RO-Supplemental Funds) Reallocation BAC 3 (23-053)													\$10,000.00		
Adjustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$268)													(\$330.54)		
Adjustments (Oct Expenses Pd by City Clerk Grasshopper \$5 & StorQuest \$268 10/1/23)													(\$268.00)		
Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error													(\$271.00)		
Total Adjustments													(\$869.54)		
Total Annual Budget Funds	\$41,130.46														
Office/Operational Expenditures Category													Ytd Spent	Office/Opps Budget	Avail
Space Rental Board Meetings	\$1,200.00												\$500.00	\$1,200.00	\$700.00
NC Storage StorQuest	\$2,940.00	\$268.00											\$1,888.00	\$2,940.00	\$1,052.00
Phone System - Grasshopper	\$1,200.00	\$31.90											\$250.20	\$1,200.00	\$949.80
Adjustment- Sept NC expenses Pd by City Clerk during credit card transaction													(\$330.54)		\$0.00
Adjustment- Oct NC expenses Pd by City Clerk during credit card transaction													(\$268.00)		\$0.00
Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error													(\$271.00)		\$0.00
Constant Contact	\$960.00												\$567.00	\$960.00	\$393.00
Software Upgrades	\$200.00												\$0.00	\$200.00	\$200.00
Mail Box Rental (UPS PMB)	\$500.00	\$516.00											\$516.00	\$500.00	(\$16.00)
Office Supplies and Printing	\$2,000.00												\$290.13	\$2,000.00	\$1,709.87
Paper and Ink	\$500.00												\$0.00	\$500.00	\$500.00
Email and Web Hosting and Support (RO Funds)	\$3,000.00												\$729.06	\$3,000.00	\$2,270.94
Food & Refreshments For NC Meetings, Retreats, & Outreach Events	\$1,000.00	Added 11/8/23											\$1,000.00	\$1,000.00	\$1,000.00
Total Office/Operational Expenditures													\$3,870.85	\$12,630.46	\$8,759.61
Outreach Expenditures Category													Ytd Spent	Outreach Budget	Avail
Social Media	\$300.00												\$0.00	\$300.00	\$300.00
Warner Center News	\$750.00												\$0.00	\$750.00	\$750.00
Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24	\$3,500.00	Budget increased by \$500 from Webmaster on 2/15/24 (24-025)										\$3,500.00	\$3,500.00	\$0.00	
One Generation Sr Fair Outreach Booth [BAC 12 24-023] 2/15/24	\$1,000.00												\$1,000.00	\$1,000.00	\$0.00
Website Webmaster (\$2k > 1.5k - \$K to VC Concerts above on 2/15/24)	\$1,500.00												\$0.00	\$1,500.00	\$1,500.00
Website Hosting	\$900.00												\$19.99	\$900.00	\$880.01
Cong of Neighborhoods & July Constant Contact	\$581.00	\$81.00											\$581.00	\$581.00	\$0.00
Greatful Hearts & Disaster Prep Booth \$500 3 (23-070) 11/8/23	\$500.00												\$500.00	\$500.00	\$0.00
Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23	\$900.00												\$2,189.53	\$900.00	(\$1,289.53)
HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24	\$2,500.00												\$2,500.00	\$2,500.00	\$0.00
General Outreach [RO] (Not yet allocated to specific items)	\$3,619.00												\$0.00	\$3,619.00	\$3,619.00
Total Outreach Expenditures													\$7,790.52	\$16,050.00	\$5,759.48
Election Expenditures													Ytd Spent	Elections Budget	Avail
Westfield for Rose Goldwater Cmmt Cntr 6/18/23 NC Election Venue (RO)	\$750.00												\$750.00	\$750.00	\$0.00
Total Election Expenditures													\$750.00	\$750.00	\$0.00
Neighborhood Purposes Grants (NPG) Expenditures Category													Ytd Spent	NPGs Budget	Avail
West Valley Food Pantry [BAC 6-23-063 Passed 10/12/23]	\$2,000.00												\$2,000.00	\$2,000.00	\$0.00
Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23]	\$1,500.00												\$1,500.00	\$1,500.00	\$0.00
Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23]	\$1,300.00												\$1,300.00	\$1,300.00	\$0.00
Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda]	\$2,000.00	New 2/15/24 NPG not previously on the budget										\$2,000.00	\$2,000.00	\$0.00	
Total of Previous Approved NPGs as of 2/15/24													\$6,800.00		
New Frinds Homeless Cntr - Feeding Program [BAC XX 24-XXX 3/13/24 Agenda]	\$1,500.00												\$0.00	\$1,500.00	\$0.00
Community Benefit Foundn - LA River Cleanup [BAC XX 24-XXX 3/13/24 Agenda]	\$2,400.00												\$0.00	\$2,400.00	\$0.00
Friends of Calabash, Inc. oba Calabash PTO	\$4,653.00												\$0.00	\$4,653.00	\$0.00
Total Pending NPG's Still in Committee (not budgeted for)													\$8,553.00		
Remaining General NPG Funds Not Yet Allocated [NPG Budget Cat overdraft amm]	(\$7,653.00)												\$0.00		\$0.00
Funds needed frm other budget cats to support all pending NPG's if aprvd.	\$7,653.00												\$0.00		\$0.00
Total NPG Expenditures													\$6,800.00	\$7,700.00	\$900.00
Community Improvement Projects (CIP) Expenditures Category													Ytd Spent	CIPs Budget	Avail
Environmental Project [BAC 7-23-065]	\$1,000.00												\$0.00	\$1,000.00	\$1,000.00
Homeless Project	\$1,000.00												\$0.00	\$1,000.00	\$1,000.00
Public Safety Project	\$1,000.00												\$0.00	\$1,000.00	\$1,000.00
Education Project	\$1,000.00												\$0.00	\$1,000.00	\$1,000.00
Community Services [Xler \$1,000 to Outreach for Halo 7 (24-007) 1/10/24]	\$0.00												\$0.00	\$0.00	\$0.00
Total CIP Expenditures Category													\$0.00	\$4,000.00	\$4,000.00
TOTAL ANNUAL BUDGET ALLOCATIONS													\$19,211.37	\$41,130.46	\$21,919.09
Office/Operational Expenditures	\$12,630.46														
Outreach Expenditures	\$16,050.00														
Election Expenditures	\$750.00														
General and Operational Expenditures	\$29,430.46														
NPG Expenditures	\$7,700.00														
CIP Expenditures Category	\$4,000.00														
TOTAL EXPENDITURES FOR THE FISCAL YEAR													\$41,130.46		
													\$13,366.09		
													\$19,211.37		
													\$8,553.00		
													\$13,366.09		
* Funds Avail does not include any recurring expense obligations or other spending the board has or will vote for before year end. If we spend down past \$10,000 remaining it will reduce any rollover fund than can be added to our annual \$32,000 budget from the City for next FY starting July 1, 2024.															



[Print](#)

Billing Activity - Invoices

Woodland Hills-Warner Center Neighborhood Council

Attn: Heath Kline
200 N Spring St
Los Angeles CA 90012
US
P: 8183125601

Today's Date: 05/14/2024

User Name:

Invoices from 04/14/2024 to 05/14/2024

Date	Description	Charge Amount	Credit Amount
05/10/2024	Invoice #1715329019	\$81.00	
	Constant Contact - Email Plus 1501-2500 Contacts Highest contact count: 1546 From 04/10/2024 to 05/10/2024	\$81.00	

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Payments

Woodland Hills-Warner Center Neighborhood Council

Attn: Heath Kline
200 N Spring St
Los Angeles CA 90012
US
P: 8183125601

Today's Date: 05/14/2024

User Name:

Payments from 04/14/2024 to 05/14/2024

Date	Description	Charge Amount	Credit Amount
05-10-2024 04:17:01 AM	Payment - Credit Card (MasterCard) *****7237		\$81.00

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: After review and discussion, the WHWCNC has updated its budget allocations for their 23-24 FY budget effective 2/15/24 to support voted spending items through 2/15/24; where the board in the Outreach category reduced the Website Webmaster sub category by \$500 to \$1500 and increased the Valley Cultural Concerts sub category by \$500 to \$3500. We direct the treasurer to use this updated budget going forward and file it with the City Clerk as required.

Method of Payment: (Select One)

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayne Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schlyer Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	21	0	0	3	4	0	4

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024**

Date: **February 15, 2024**

WHWCNC Annual Budget FY2023-2024	July (Pau)	August	September	October	November	December	January	February	March	April	May	June	Ytd Spent	Budget	Avail
As Adjusted & Adopted 9/13/23 BAC 3 (23-053)															
Budget Allocation															
As Adjusted & Adopted 11/08/23 BAC 2 (23-069)															
As Adjusted & Adopted 01/10/24 BAC 7 (24-007)															
As Adjusted & Adopted 02/15/24 BAC 14 (24-025)															
<i>Spending trxs updated through 02/15/2024 & shows possible NPGs pending in committees</i>															
Annual Budget Funds															
Rollover Funds (RO-Supplemental Funds Reallocation) BAC 3 (23-053)															
Adjustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$208)															
Adjustments (Oct Expenses Pd by City Clerk Grasshopper \$5 & StorQuest \$208 10/1/23)															
Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error															
Total Adjustments															
Total Annual Budget Funds	\$41,130.46														
Office/Operational Expenditures Category															
Space Rental Board Meetings	\$1,200.00														
NC Storage StorQuest	\$2,940.00	\$268.00													
Phone System - Grasshopper	\$1,200.00	\$31.90													
Adjustment- Sept NC expenses Pd by City Clerk during credit card translation	(\$200.54)														
Adjustment- Oct NC expenses Pd by City Clerk during credit card translation	(\$268.00)														
Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)														
Constant Contact	\$960.00														
Software Upgrades	\$200.00														
Mail Box Rental (UPS PMB)	\$500.00	\$516.00													
Office Supplies and Printing	\$2,000.00														
Paper and Ink	\$500.00														
Email and Web Hosting and Support (RO Funds)	\$3,000.00														
Food & Refreshments For NC Meetings, Retreats, & Outreach Events	\$1,000.00														
Total Office/Operational Expenditures	\$12,630.46														
<i>Increased by \$1,000 11/8/23</i>															
Outreach Expenditures Category															
Social Media	\$300.00														
Warner Center News	\$750.00														
Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24	\$3,500.00														
One Generation Sr Fair Outreach Booth [BAC 12 24-023] 2/15/24	\$1,000.00														
Website Webmaster (\$2k > 1.5k - \$k to VC Concerts above on 2/15/24)	\$1,500.00														
Website Hosting	\$900.00														
Cong of Neighborhoods & July Constant Contact	\$581.00	\$81.00													
Greatful Hearts & Disaster Prep Booth \$500 3 (23-077) 11/8/23	\$500.00														
Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23	\$900.00														
HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24	\$2,500.00														
General Outreach [RO] (Not yet allocated to specific items)	\$3,619.00														
Total Outreach Expenditures	\$16,050.00														
<i>Decreased by \$1,000 11/8/23 & Increased \$1,000 1/10/24</i>															
Election Expenditures															
Westfield for Rose Goldwater Cmmt Cntr 6/18/23 NC Election Venue (RO)	\$750.00														
Total Election Expenditures	\$750.00														
Neighborhood Purposes Grants (NPG) Expenditures Category															
West Valley Food Pantry [BAC 6-23-063 Passed 10/12/23]	\$2,000.00														
Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23]	\$1,500.00														
Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23]	\$1,300.00														
Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda]	\$2,000.00														
Total of Previous Approved NPGs as of 2/15/24	\$6,800.00														
<i>New 2/15/24 NPG not previously on the budget</i>															
New Frnds Homeless Cntr - Feeding Program [BAC XX 24-XXX 3/13/24 Agenda]	\$1,500.00														
Community Benefit Foundn - LA River Cleanup [BAC XX 24-XXX 3/13/24 Agenda]	\$2,400.00														
Friends of Calabash, Inc. oba Calabash PTO	\$4,653.00														
Total Pending NPG's Still in Committee (not budgeted for)	\$8,553.00														
<i>Remaining General NPG Funds Not Yet Allocated [NPG Budget Cat overdraft amm] (\$7,653.00)</i>															
<i>Funds needed frm other budget cats to support all pending NPG's if aprvd.</i>															
Total NPG Expenditures	\$7,700.00														
Community Improvement Projects (CIP) Expenditures Category															
Environmental Project [S300. Wagon 23-065]	\$1,000.00														
Homeless Project	\$1,000.00														
Public Safety Project	\$1,000.00														
Education Project	\$1,000.00														
Community Services [Xler \$1,000 to Outreach for Halo 7 (24-007) 1/10/24]	\$0.00														
Total CIP Expenditures Category	\$4,000.00														
<i>up to \$300.00 BAC 23-065 for wagon</i>															
TOTAL ANNUAL BUDGET ALLOCATIONS	\$916.89	\$1,900.00	\$0.00	\$5,235.45	\$320.39	\$2,782.42	\$2,882.11	\$6,974.11	\$700.00	\$0.00	\$0.00	\$0.00	\$19,211.37	\$41,130.46	\$21,919.09
Office/Operational Expenditures	\$12,630.46														
Outreach Expenditures	\$16,050.00														
Election Expenditures	\$750.00														
General and Operational Expenditures	\$29,430.46														
NPG Expenditures	\$7,700.00														
CIP Expenditures Category	\$4,000.00														
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$41,130.46														

* Funds Avail does NOT include any recurring expense obligations or other spending the board has or will vote for before year end. If we spend down past \$10,000 remaining it will reduce any rollover fund than can be added to our annual \$32,000 budget from the City for next FY starting July 1, 2024.



Account Information

WHWCNC
Peter Fletcher
20929 Ventura Boulevard
Woodland Hills, CA 91364, US

Bill Date: 05/12/24
Usage Period: 04/12/24 - 05/12/24

Charges Summary

Previous Invoice Amount: \$31.06

Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$0.66
Sms Charges \$0.00
Taxes & Surcharges \$5.56
Federal USF \$2.18
Total Charges: \$30.40
Debits & Credits \$0.00
Payments \$30.40
Balance Due: \$0.00

Grasshopper News

At Grasshopper, we know that entrepreneurs just like you can change the world, one small business at a time.
That's why we started the Entrepreneur Movement. Watch the video at grasshopper.com/idea and tell everyone you know about Grasshopper.

Partner Offers



Detail of Current Charges

Payments & Credits

Date	Detail	Payment/Credit
05/12/24	Monthly Payment, Paid on Master Card ending in 7237	\$30.40
Total Payments & Credits:		\$30.40

Recurring Charges

Current Period		
Pay As You Grow Plan, 05/12/24 - 06/12/24		\$12.00
Voicemail Transcription, 05/12/24 - 06/12/24		\$10.00
Total Recurring Charges:		\$22.00

Minute Charges Summary

Type	Included	Used	Overage	Rate	Charge
Domestic	0 minutes	11	11 minutes	0.06	\$0.66
Total Minute Charges:					\$0.66

Taxes & Surcharges

Type	Detail	Charge
Tax	Utility Users Tax	\$1.68
Tax	FCC Regulatory Fee (Wireline)	\$0.03
Tax	CA PUC Fee	\$0.10
Surcharge	Regulatory Recovery Fee	\$3.75
Total Taxes & Surcharges:		\$5.56

Federal Universal Service Fund

Type	Detail	Charge
Surcharge	Fed Universal Service Fund	\$2.18
Total Federal USF Contributions:		\$2.18

Summary of Minute Charges

By Number

Number	Total Minutes	
+18186399444	11	
Total Minutes Used:		11

Explanation of Terms

Domestic: Calls that are placed inside the United States and its provinces.

Off Shore: Calls placed outside of U.S. borders.

International: Calls placed from a country other than the U.S.

Federal Universal Service Fund The USF contribution factor established by the Federal Communications Commission is applicable to telecommunications services and is adjusted by the FCC every calendar quarter.

Voice Over: Use of voice talents for recording of main greeting or extensions.

Bonus Minutes: Extra minutes that are credited to your account.

Set Up Support: Help setting up your account and customizing your features.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

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Motion: After review and discussion, the WHWCNC has updated its budget allocations for their 23-24 FY budget effective 2/15/24 to support voted spending items through 2/15/24; where the board in the Outreach category reduced the Website Webmaster sub category by \$500 to \$1500 and increased the Valley Cultural Concerts sub category by \$500 to \$3500. We direct the treasurer to use this updated budget going forward and file it with the City Clerk as required.

Method of Payment: (Select One)

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayce Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schlyer Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	21	0	0	3	4	0	4

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024**

Date: **February 15, 2024**

WHWCNC Annual Budget FY2023-2024	July (Pau)	August	September	October	November	December	January	February	March	April	May	June	Ytd Spent	Budget	Avail
As Adjusted & Adopted 9/13/23 BAC 3 (23-053)															
As Adjusted & Adopted 11/08/23 BAC 2 (23-069)															
As Adjusted & Adopted 01/10/24 BAC 7 (24-007)															
As Adjusted & Adopted 02/15/24 BAC 14 (24-025)															
Spending trxs updated through 02/21/2024 & shows possible NPGs pending in committees															
Annual Budget Funds	\$32,000.00														
Rollover Funds (RO-Supplemental Funds) Reallocation BAC 3 (23-053)	\$10,000.00														
Adjustments (Sept Expenses Pd by City Clerk Grasshopper \$62.54 & StorQuest \$268)	(\$330.54)														
Adjustments (Oct Expenses Pd by City Clerk Grasshopper \$5 & StorQuest \$268 10/1/23)	(\$268.00)														
Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)														
Total Adjustments	(\$869.54)														
Total Annual Budget Funds	\$41,130.46														
Office/Operational Expenditures Category															
Space Rental Board Meetings	\$1,200.00														
NC Storage StorQuest	\$2,940.00	\$268.00													
Phone System - Grasshopper	\$1,200.00	\$31.90													
Adjustment- Sept NC expenses Pd by City Clerk during credit card transaction	(\$330.54)														
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Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)														
Constant Contact	\$960.00														
Software Upgrades	\$200.00														
Mail Box Rental (UPS PMB)	\$500.00	\$516.00													
Office Supplies and Printing	\$2,000.00														
Paper and Ink	\$500.00														
Email and Web Hosting and Support (RO Funds)	\$3,000.00														
Food & Refreshments For NC Meetings, Retreats, & Outreach Events	\$1,000.00	Added 11/8/23													
Total Office/Operational Expenditures	\$12,630.46	Increased by \$1,000 11/8/23													
Outreach Expenditures Category															
Social Media	\$300.00														
Warner Center News	\$750.00														
Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24	\$3,500.00	Budget increased by \$500 from Webmaster on 2/15/24 (24-025)													
One Generation Sr Fair Outreach Booth [BAC 12 24-023] 2/15/24	\$1,000.00														
Website Webmaster (\$2k > 1.5k - \$K to VC Concerts above on 2/15/24)	\$1,500.00														
Website Hosting	\$900.00														
Cong of Neighborhoods & July Constant Contact	\$581.00	\$81.00													
Greatful Hearts & Disaster Prep Booth \$500 3 (23-077) 11/8/23	\$500.00														
Replace Damaged NC Pole Banners \$900 4 (23-071) 11/8/23	\$900.00	\$1,319.00													
HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24	\$2,500.00														
General Outreach [RO] (Not yet allocated to specific items)	\$3,619.00														
Total Outreach Expenditures	\$16,050.00	Decreased by \$1,000 11/8/23 & Increased \$1,000 1/10/24													
Election Expenditures															
Westfield for Rose Goldwater Cmmt Cntr 6/18/23 NC Election Venue (RO)	\$750.00														
Total Election Expenditures	\$750.00														
Neighborhood Purposes Grants (NPG) Expenditures Category															
West Valley Food Pantry [BAC 6-23-063 Passed 10/12/23]	\$2,000.00														
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Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23]	\$1,300.00														
Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda]	\$2,000.00	New 2/15/24 NPG not previously on the budget													
Total of Previous Approved NPGs as of 2/15/24	\$6,800.00														
New Frnds Homeless Cntr - Feeding Program [BAC XX 24-XXX 3/13/24 Agenda]	\$1,500.00														
Community Benefit Foundn - LA River Cleanup [BAC XX 24-XXX 3/13/24 Agenda]	\$2,400.00														
Friends of Calabash, Inc, oba Calabash PTO	\$4,653.00														
Total Pending NPG's Still in Committee (not budgeted for)	\$8,553.00														
Remaining General NPG Funds Not Yet Allocated [NPG Budget Cat overdraft amnt]	(\$7,653.00)														
Funds needed frm other budget cats to support all pending NPG's if aprvd.	\$7,653.00														
Total NPG Expenditures	\$7,700.00														
Community Improvement Projects (CIP) Expenditures Category															
Environmental Project [BAC 23-065]	\$1,000.00														
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Public Safety Project	\$1,000.00														
Education Project	\$1,000.00														
Community Services [Xler \$1,000 to Outreach for Halo 7 (24-007) 1/10/24]	\$0.00														
Total CIP Expenditures Category	\$4,000.00														
TOTAL ANNUAL BUDGET ALLOCATIONS															
	\$916.89	\$1,900.00	\$0.00	\$5,235.45	\$320.39	\$2,782.42	\$2,882.11	\$6,974.11	\$700.00	\$0.00	\$0.00	\$0.00	\$19,211.37	\$41,130.46	\$21,919.09
Office/Operational Expenditures	\$12,630.46														
Outreach Expenditures	\$16,050.00														
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General and Operational Expenditures	\$29,430.46														
NPG Expenditures	\$7,700.00														
CIP Expenditures Category	\$4,000.00														
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$41,130.46														
* Funds Avail does not include any recurring expense obligations or other spending the board has or will vote for before year end. If we spend down past \$10,000 remaining it will reduce any rollover fund than can be added to our annual \$32,000 budget from the City for next FY starting July 1, 2024.															

REFUND RECEIPT

StorQuest - Woodland Hills Canoga

StorQuest - Woodland Hills Canoga

6030 Canoga Ave Woodland Hills CA 91367

<http://www.storquest.com>

woodlandhills01@storquest.com | (310) 451-8606

Refund Details

Total: **-\$271.00**

Date: **05-21-2024**

TXN ID: **p1_txn_664d38fb409e1362f6866de**

Status: **Approved**

Sale Total: **\$271.00**

Billing Details

Payment: **Master Card - 7237**

TRANSACTION RECEIPT

StorQuest - Woodland Hills Canoga

StorQuest - Woodland Hills Canoga

6030 Canoga Ave Woodland Hills CA 91367

<http://www.storquest.com>

woodlandhills01@storquest.com | (310) 451-8606

Transaction Details

Total: **\$271.00**

Date: **05-01-2024**

TXN ID: **p1_txn_66321181356c3a47969f78f**

Auth Code: **004735**

Status: **Approved**

Billing Details

Name: **Heath Kline**

Address: **91367**


Payment: **Master Card - 7237**




Budget Line 72 Outreach: Flex Hand cart 174.01 2 (24-049)

Final Details for Order #111-1928617-0144210

Order Placed: May 27, 2024
PO number : WHWCNC (24-049) 2:1 Cart
Amazon.com order number: 111-1928617-0144210
Order Total: \$128.09

Shipped on May 28, 2024	
Items Ordered	Received 5/29/24 by Heath Kline for Outreach Comm.
1 of: 2 in 1 Hand Truck Dolly Foldable,330LB Capacity Portable Folding Hand Cart,Hand Truck Foldable Dolly with Retractable Handle,Folding Dolly Cart with Wheels,Collapsible Dolly for Moving Sold by: fangshanxianpengchengbaihuoyongpindian (seller profile) Condition: New	Price \$129.98
Shipping Address: Heath Kline 	Item(s) Subtotal: \$129.98 Shipping & Handling: \$0.00 Your Coupon Savings: -\$13.00 ----- Total before tax: \$116.98 Sales Tax: \$11.11 -----
Shipping Speed: FREE Prime Delivery	Total for This Shipment: \$128.09 -----

Payment information	
Payment Method: MasterCard Last digits: 7237 Reference number: (24-049)	Item(s) Subtotal: \$129.98 Shipping & Handling: \$0.00 Promotion applied: -\$13.00 -----
Billing address Heath Kline 	Total before tax: \$116.98 Estimated Tax: \$11.11 ----- Grand Total: \$128.09
Credit Card transactions	MasterCard ending in 7237: May 28, 2024: \$128.09

To view the status of your order, return to [Order Summary](#) .

i Last purchased May 27, 2024
Color: C-red | [View order](#)



Roll over image to zoom in



VIDEO



2 in 1 Hand Truck Dolly Foldable,330LB Capacity Portable Folding Hand Cart,Hand Truck Foldable Dolly with Retractable Handle,Folding Dolly Cart with Wheels,Collapsible Dolly for Moving

Brand: YANGTZE

4.4 ★★★★★ 78 ratings

Amazon's Choice for "hand truck dolly for stairs"

100+ bought in past month

Typical price: \$129.98

Price: **\$125.98** **prime** Two-Day

FREE Returns

You Save: **\$4.00** (3%)

Buy more, save more

2 units
-5% **\$246.92**
\$123.46/unit

5 units **Lowest price**
-8% **\$598.40**
\$119.68/unit



Buying multiple items? [Go to multi-select](#)

Color: **C-red**



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **May 22, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **02 (24-050) Motion to approve upto \$174.01 for handcart frm Amazon**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion for the Board to approve up to \$174.01 from the 2023-2024 Budget/General Outreach for the purchase of a foldable hand truck dolly to be used to move large and heavy NC inventory items such as a table, chairs, large speaker system, tent, etc. to and from meetings and events. Description: 2 in 1 Hand Truck Dolly Foldable, 330 LB capacity portable folding hand cart with retractable handle and wheels. To be purchased from Amazon.com. [Budget Line 72]

Method of Payment: (Select One)

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business				X			
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate	X						Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business	X						
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate				X			
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayce Baron	Area 3 Alternate				X			Alternate
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Aava Dekordi	Area 4 Alternate					X		
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business				X			
Steve Sommers	Area 5 C. B. O.				X			"Out of the room" Zoom issue
Allan Biggins	Area 5 Alternate				X			
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate				X			Alternate
Kate Kennedy	Area 7 Residential	X						
Schlyer Katz	Area 7 Business				X			
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate	X						
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 13	Total:	18	0	0	10	1	0	4

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *H Kline*

Authorized Signature: *D Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **May 22, 2024**

Date: **May 22, 2024**

WHWCNC Halo Invoice Recap

Invoice #	Item Description	Qty	Unit Price	Ext price	Setup Fee	Subtotal	Freight/ Handling	9.5% Sales Tax	Correct Ext Inv Total	EX Frt Est Line Item to be Deleted	Incorrect Invoice Amts	Overcharge Amount
7180518	144 - RECTANGLE LED FLASHLIGHT & KEYCHAIN	500	\$0.95	\$475.00	\$40.00	\$515.00	\$34.48	\$52.20	\$601.68	\$ 60.00	\$667.39	\$65.71
7180519	2TOT1315 - KELLY GREEN GROCERY TOTE	250	\$3.00	\$750.00	\$0.00	\$750.00	\$80.29	\$78.88	\$909.17	\$ 105.00	\$1,024.18	\$115.01
7180520	2TOT1315 - ROYAL BLUE GROCERY TOTE	250	\$3.00	\$750.00	\$60.00	\$810.00	\$79.50	\$84.50	\$974.00	\$ 105.00	\$1,088.98	\$114.98
Total Due									\$2,484.85		\$2,780.55	



3182 Momentum Place
Chicago, IL 60689-5331
Phone: (815) 625-0980

INVOICE

Invoice #	Date	Page #
7180518	03/12/24	1

Tax ID: 03-0509520

Sold To #: 606892

Sold To: WOODLAND HILLS/WARNER CENTER
 JOYCE FLETCHER
 NEIGHBORHOOD COUNCIL
 20929 VENTURA BLVD.
 SUITE 47-535
 WOODLAND HILLS, CA 91364-2334

Ship Via: UPS GROUND

Ship To: WOODLAND HILLS/WARNER CENTER
 JOYCE FLETCHER
 NEIGHBORHOOD COUNCIL
 20929 VENTURA BLVD.
 SUITE 47-535
 WOODLAND HILLS, CA 91364-2334

Bill To #: 606892

Bill To: WOODLAND HILLS/WARNER CENTER
 JOYCE FLETCHER
 NEIGHBORHOOD COUNCIL
 20929 VENTURA BLVD.
 SUITE 47-535
 WOODLAND HILLS, CA 91364-2334

FOB: SHIPPING POINT

Customer P.O. Number			Ship Date	Terms	Sales Representative		
			02/28/24	NET 30 DAYS	3109 PETESCH, JANETTE		
Ordered	Shipped	Back Order	Item Description / Comments		UM	Unit Price	Extended Price
500	500	0	144 - RECTANGLE LED FLASHLIGHT AND KEYCHAIN >ITEM COLOR: GREEN/SILVER >IMPRINT COLOR: WHITE		EA	0.950	475.00
1	1	0	SU - SET UP, WHITE IMPRINT		EA	40.000	40.00
1	1	0	EX - FREIGHT ESTIMATE		EA	60.000	60.00
1	1	0	EPR - EMAILED PROOF		EA	0.000	0.00

MEMO#	MEMO DATE	MEMO DESCRIPTION	MEMO AMOUNT
7222583	03/27/2024	EX-FREIGHT ESTIMATE ORIG SO#12114051	-60.00

Subtotal: 515.00
Freight/Handling: 34.48
Tax: 52.21
Total: 601.69

Balance: 601.69

Since careful inspection at the factory often results in some imprinted pieces being discarded, it is understood and agreed that an overrun or overrun of not more than 10% be billed pro-rata. Purchaser agrees to pay any sales or use tax, and additional freight charges billed us due to audits per ICC regulations. In some cases, freight charges may be billed separately. Quoted prices often do not include shipping charges or any applicable taxes. No credit will be issued for returned merchandise without the consent/authorization of HALO. All claims must be made within 10 days of merchandise receipt. **Shipping Liability:** This merchandise becomes your property at the time it is accepted by the carrier. Purchaser agrees to pay all charges within the payment terms stated on this invoice. Payments not made within such terms are subject to a late payment fee of 1.5% per month until payment is made. Purchaser also agrees to pay all necessary collection and reasonable legal fees in the event of default or of failure to pay for goods sold and delivered.

Additional terms and conditions apply to orders of personal protective equipment (PPE). These terms and conditions are available at <https://www.halo.com/ppe-terms.aspx> and are incorporated by reference.

To be PCI compliant and ensure the highest level of protection, please visit our secure payment portal at <https://www.halo.com/payonline>

Invoice Number: 7180518	MAKE CHECKS PAYABLE TO:	IF SENDING WIRE TRANSFER:	IF SENDING ACH:
Invoice Date: 03/12/2024	HALO Branded Solutions, Inc.	HALO Branded Solutions, Inc.	HALO Branded Solutions, Inc.
Invoice Total: 601.69	3182 Momentum Place	Acct #: 7239511822	Acct #: 7239511822
Sales Order No.: 12114051	Chicago, IL 60689-5331	Bank Name: Fifth Third Bank	Bank Name: Fifth Third Bank
Bill To Customer No.: 606892		ABA: 042000314	ABA: 071923909
		Swift Code: FTBCUS3C	

Please email your remittance to: remittances@halo.com



3182 Momentum Place
Chicago, IL 60689-5331
Phone: (815) 625-0980

INVOICE

Invoice #	Date	Page #
7180519	03/12/24	1

Tax ID: 03-0509520

Sold To #: 606892

Sold To: WOODLAND HILLS/WARNER CENTER
 JOYCE FLETCHER
 NEIGHBORHOOD COUNCIL
 20929 VENTURA BLVD.
 SUITE 47-535
 WOODLAND HILLS, CA 91364-2334

Ship Via: UPS GROUND

Ship To: WOODLAND HILLS/WARNER CENTER
 JOYCE FLETCHER
 NEIGHBORHOOD COUNCIL
 20929 VENTURA BLVD.
 SUITE 47-535
 WOODLAND HILLS, CA 91364-2334

Bill To #: 606892

Bill To: WOODLAND HILLS/WARNER CENTER
 JOYCE FLETCHER
 NEIGHBORHOOD COUNCIL
 20929 VENTURA BLVD.
 SUITE 47-535
 WOODLAND HILLS, CA 91364-2334

FOB: SHIPPING POINT

Customer P.O. Number			Ship Date	Terms	Sales Representative		
			02/23/24	NET 30 DAYS	3109 PETESCH, JANETTE		
Ordered	Shipped	Back Order	Item Description / Comments		UM	Unit Price	Extended Price
250	250	0	2TOT1315 - KELLY GREEN GROCERY TOTE, WHITE IMPRINT		EA	3.000	750.00
1	1	0	EX - FREIGHT ESTIMATE		EA	105.000	105.00
1	1	0	EPR - EMAIL PROOF CHARGE		EA	0.000	0.00

MEMO#	MEMO DATE	MEMO DESCRIPTION	MEMO AMOUNT
7223887	03/28/2024	EX-FREIGHT ESTIMATE ORIG SO#12114903	-105.00

Subtotal: 750.00
Freight/Handling: 80.29
Tax: 78.87
Total: 909.16

Balance: 909.16

Since careful inspection at the factory often results in some imprinted pieces being discarded, it is understood and agreed that an overrun or overrun of not more than 10% be billed pro-rata. Purchaser agrees to pay any sales or use tax, and additional freight charges billed us due to audits per ICC regulations. In some cases, freight charges may be billed separately. Quoted prices often do not include shipping charges or any applicable taxes. No credit will be issued for returned merchandise without the consent/authorization of HALO. All claims must be made within 10 days of merchandise receipt. **Shipping Liability:** This merchandise becomes your property at the time it is accepted by the carrier. Purchaser agrees to pay all charges within the payment terms stated on this invoice. Payments not made within such terms are subject to a late payment fee of 1.5% per month until payment is made. Purchaser also agrees to pay all necessary collection and reasonable legal fees in the event of default or of failure to pay for goods sold and delivered.

Additional terms and conditions apply to orders of personal protective equipment (PPE). These terms and conditions are available at <https://www.halo.com/ppe-terms.aspx> and are incorporated by reference.

To be PCI compliant and ensure the highest level of protection, please visit our secure payment portal at <https://www.halo.com/payonline>

Invoice Number: 7180519	MAKE CHECKS PAYABLE TO:	IF SENDING WIRE TRANSFER:	IF SENDING ACH:
Invoice Date: 03/12/2024	HALO Branded Solutions, Inc.	HALO Branded Solutions, Inc.	HALO Branded Solutions, Inc.
Invoice Total: 909.16	3182 Momentum Place	Acct #: 7239511822	Acct #: 7239511822
Sales Order No.: 12114903	Chicago, IL 60689-5331	Bank Name: Fifth Third Bank	Bank Name: Fifth Third Bank
Bill To Customer No.: 606892		ABA: 042000314	ABA: 071923909
		Swift Code: FTBCUS3C	

Please email your remittance to: remittances@halo.com



3182 Momentum Place
Chicago, IL 60689-5331
Phone: (815) 625-0980

INVOICE

Invoice #	Date	Page #
7180520	03/12/24	1

Tax ID: 03-0509520

Sold To #: 606892

Sold To: WOODLAND HILLS/WARNER CENTER
 JOYCE FLETCHER
 NEIGHBORHOOD COUNCIL
 20929 VENTURA BLVD.
 SUITE 47-535
 WOODLAND HILLS, CA 91364-2334

Ship Via: UPS GROUND

Ship To: WOODLAND HILLS/WARNER CENTER
 JOYCE FLETCHER
 NEIGHBORHOOD COUNCIL
 20929 VENTURA BLVD.
 SUITE 47-535
 WOODLAND HILLS, CA 91364-2334

Bill To #: 606892

Bill To: WOODLAND HILLS/WARNER CENTER
 JOYCE FLETCHER
 NEIGHBORHOOD COUNCIL
 20929 VENTURA BLVD.
 SUITE 47-535
 WOODLAND HILLS, CA 91364-2334

FOB: SHIPPING POINT

Customer P.O. Number			Ship Date	Terms	Sales Representative		
			02/23/24	NET 30 DAYS	3109 PETESCH, JANETTE		
Ordered	Shipped	Back Order	Item Description / Comments		UM	Unit Price	Extended Price
250	250	0	2TOT1315 - ROYAL BLUE GROCERY TOTE		EA	3.000	750.00
1	1	0	SU - WOODLAND HILLS LOGO IN WHITE		EA	60.000	60.00
1	1	0	EX - FREIGHT ESTIMATE		EA	105.000	105.00
1	1	0	EPR - EMAIL PROOF		EA	0.000	0.00

MEMO#	MEMO DATE	MEMO DESCRIPTION	MEMO AMOUNT
7222584	03/27/2024	EX-FREIGHT ESTIMATE (ORG SO 12114752)	-105.00

Subtotal: 810.00
Freight/Handling: 79.50
Tax: 84.50
Total: 974.00

Balance: 974.00

Since careful inspection at the factory often results in some imprinted pieces being discarded, it is understood and agreed that an overrun or overrun of not more than 10% be billed pro-rata. Purchaser agrees to pay any sales or use tax, and additional freight charges billed us due to audits per ICC regulations. In some cases, freight charges may be billed separately. Quoted prices often do not include shipping charges or any applicable taxes. No credit will be issued for returned merchandise without the consent/authorization of HALO. All claims must be made within 10 days of merchandise receipt. **Shipping Liability:** This merchandise becomes your property at the time it is accepted by the carrier. Purchaser agrees to pay all charges within the payment terms stated on this invoice. Payments not made within such terms are subject to a late payment fee of 1.5% per month until payment is made. Purchaser also agrees to pay all necessary collection and reasonable legal fees in the event of default or of failure to pay for goods sold and delivered.

Additional terms and conditions apply to orders of personal protective equipment (PPE). These terms and conditions are available at <https://www.halo.com/pppe-terms.aspx> and are incorporated by reference.

To be PCI compliant and ensure the highest level of protection, please visit our secure payment portal at <https://www.halo.com/payonline>

Invoice Number: 7180520	MAKE CHECKS PAYABLE TO:	IF SENDING WIRE TRANSFER:	IF SENDING ACH:
Invoice Date: 03/12/2024	HALO Branded Solutions, Inc.	HALO Branded Solutions, Inc.	HALO Branded Solutions, Inc.
Invoice Total: 974.00	3182 Momentum Place	Acct #: 7239511822	Acct #: 7239511822
Sales Order No.: 12114752	Chicago, IL 60689-5331	Bank Name: Fifth Third Bank	Bank Name: Fifth Third Bank
Bill To Customer No.: 606892		ABA: 042000314	ABA: 071923909
		Swift Code: FTBCUS3C	

Please email your remittance to: remittances@halo.com

April 17, 2024

Dear Heath,

Attached are photos to verify that HALO Branded Solutions has delivered the following WHWCNC logo branded items:

500 Blue Tote Bags

500 Green Tote Bags

500 flashlights

Best,

Joyce Fletcher

Woodland Hills-Warner Center Neighborhood Council







NC Name: **Woodland Hills - Warner Center**

Meeting Date: **January 10, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **7 (24-007) Budget Reallocation & upto \$2,500 Purchase Halo "swag"**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion for the board to approve funding up to \$2,500.00 from the 2023-2024 Budget - Community Services Committee fund (\$1,000.00) and the General Outreach fund (\$1,500.00) for the purchase of outreach promotional items for use at various WHWCNC events. At this time the WHWCNC has depleted its supply of outreach promotional items. The next major event will be the Grateful Hearts event held on April 6, 2024 at Warner Park. See the posted flyer. All board members are invited to participate and provide outreach to the stakeholders of Woodland Hills. The vendor is HALO Branded Solutions or an equivalent vendor should any issue arise per the office of the city clerk as more stringent funding requirements have been put in place.

Method of Payment: (Select One)

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business				X			
Shelley Schwartz	Area 1 C. B. O.				X			
Reina Cerros-McCaughey	Area 1 Alternate	X						
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate					X		Training
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business					X		Training
Harout Aristakessian	Area 3 C. B. O.	X						
Vacant	Area 3 Alternate							
Don Patterson	Area 4 Residential				X			
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential	X						
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate					X		Training
Bill Barnett	Area 6 Residential	X						
Vacant	Area 6 Business							
Heath Kline	Area 6 C. B. O.	X						
Vacant	Area 6 Alternate							
Kate Kennedy	Area 7 Residential					X		Training
Schlyer Katz	Area 7 Business					X		Training
Joyce Fletcher	Area 7 C. B. O.	X						
Vacant	Area 7 Alternate							
August Steurer	At-Large	X						
Bobbie Wasserman	At-Large Alternate					X		Alternate
Vacant	Youth							
Vote Counts:		Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	15	0	0	4	6	0	6

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *H. Kline*

Authorized Signature: *D. Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **January 10, 2024**

Date: **January 10, 2024**

**Item No. (7) Community Services Committee – Chair, Joyce Fletcher
(24-007) Funding Request - WHWCNC Outreach/Promotional Items**

Discussion and possible action: (5 minutes)

Motion for the board to approve funding up to \$2,500.00 from the 2023-2024 Budget -

Community Services

Committee fund (\$1,000.00) and the General Outreach fund (\$1,500.00) for the purchase of outreach promotional

items for use at various WHWCNC events. At this time the WHWCNC has depleted its supply of outreach

promotional items.

The next major event will be the Grateful Hearts event held on April 6, 2024 at Warner Park. See the posted flyer.

All board members are invited to participate and provide outreach to the stakeholders of Woodland Hills.

The vendor is HALO Branded Solutions or an equivalent vendor should any issue arise per the office of the city

clerk

as more stringent funding requirements have been put in place.

The posted invoices include the logo imprint fee, price, tax and shipping for:

250 Kelly Green WHWCNC Logo Branded Grocery Tote Bags \$855.00

250 Royal Blue WHWCNC Logo Branded Grocery Bags \$855.00

500 Rectangle Flashlight and Keychain \$575.00

See attached support documents.

INVOICE

T-SHIRT GUYS
661 Cochran St
Simi Valley, CA 93065

NANCYTSHIRTGUYS@YAHOO.COM
+1 (805) 520-1204
www.t-shirtguys.com



Woodland Hills Warner Center Neighborhood Council

Bill to
Tracey Rosen
Woodland Hills Warner Center
Neighborhood Council

Ship to
Tracey Rosen
Woodland Hills Warner Center
Neighborhood Council

Invoice details

Invoice no.: 1220
Terms: Due on receipt
Invoice date: 03/25/2024
Due date: 03/25/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		APPAREL PRINTING	1301 AMERICAN APPAREL COTTON T-SHIRTS - TRUE NAVY 4S, 10M, 15L, 15XL,	44	\$10.79	\$474.76
2.		APPAREL PRINTING	4 (2XL)	4	\$13.54	\$54.16
3.		APPAREL PRINTING	2 (3XL)	2	\$14.89	\$29.78
4.		APPAREL PRINTING	1301 AMERICAN APPAREL COTTON SHIRTS - FOREST 2M, 4L, 4XL	10	\$10.79	\$107.90
5.		APPAREL PRINTING	3940 NEXT LEVEL WOMEN'S COTTON V-NECK T-SHIRT - MIDNIGHT NAVY 5S, 10M, 16L, 16XL	47	\$11.96	\$562.12
6.		APPAREL PRINTING	3 (2XL)	3	\$13.96	\$41.88
7.			**LOGO PRINTED ON FRONT LEFT CHEST AND FULL BACK 3 COLOR FRONT AND 3 COLOR BACK			\$0.00
8.		EMBROIDERY	DG20 Devon & Jones CrownLux Performance® Men's Plaited Polo - NAVY SIZES S-XL	31	\$22.76	\$705.56
9.		EMBROIDERY	5 (2XL)	5	\$24.80	\$124.00

10.	LOGO EMBROIDERED LEFT CHEST 13000 STITCHES	\$0.00
11.	\$1,000.00 DEPOSIT DUE IMMEDIATELY BALANCE WHEN APPAREL PICKED UP	\$0.00

Subtotal \$2,100.16

Sales tax \$152.26

Total \$2,252.42

Payment -\$1,000.00

Balance due \$1,252.42

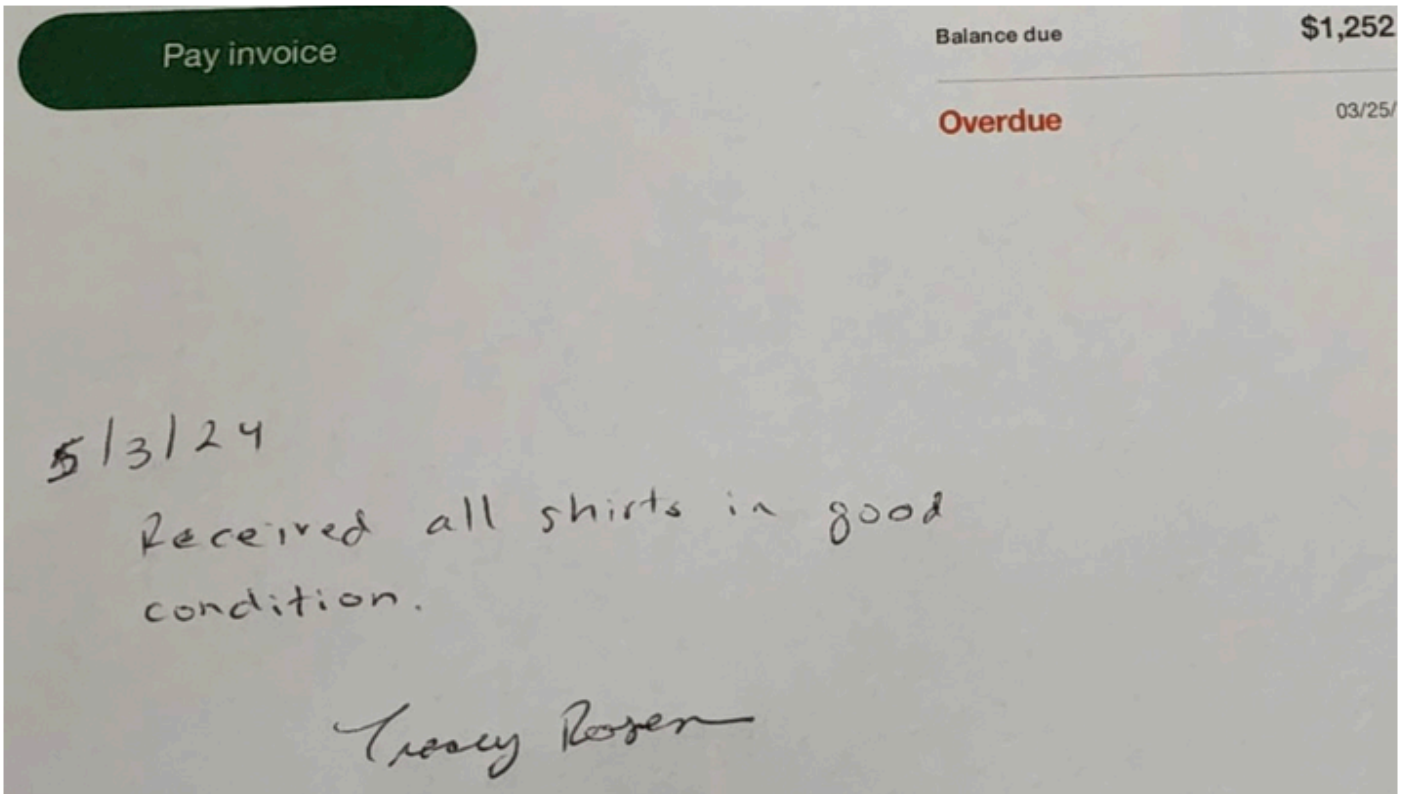
Overdue 03/25/2024

Ways to pay

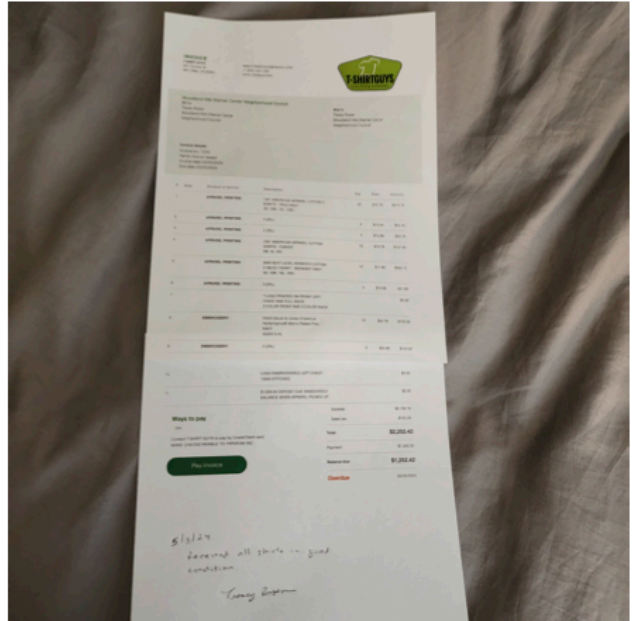
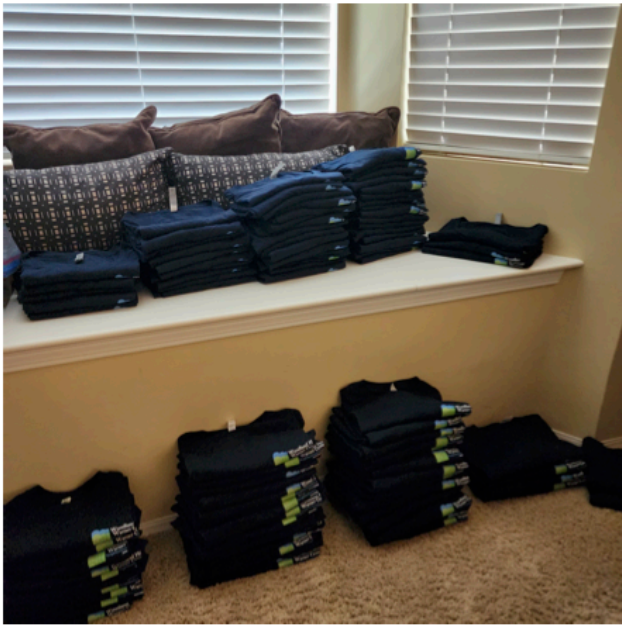
BANK

Contact T-SHIRT GUYS to pay by Credit/Debit card.
MAKE CHECKS PAYABLE TO: PIPERONI INC

Pay invoice







Pay invoice

Balance due **\$1,252**

Overdue 03/25/

5/13/24
Received all shirts in good condition.
Tracy Rosen



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **March 13, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **06 (24-032) Motion to Approve Purchase of NC branded T and Polo Shirts Items from T-Shirt Guys up to \$2,500**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion to approve up to \$2,500 for 100 screen printed WHWCNC navy, and 10 screen printed WHWCNC green t-shirts AND 36 embroidered WHWCNC branded Polo Shirts from Outreach line item in revised budget. As detailed in the attached full motion that schedules items to be purchased.

**T Shirt Guys has agreed to the following payment schedule for this order only;
 \$1,000.00 Deposit Payment Due when order is placed 3/29/24
 \$1,252.42 Balance Due on completion of order and ready for pickup.**

Method of Payment: (Select One)

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate				X			Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business	X						
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate					X		Alternate
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.	X						
Jayce Baron	Area 3 Alternate					X		Alternate
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Aava Dekordi	Area 4 Alternate					X		Alternate Training
Christopher Waddy	Area 5 Residential	X						
Julie Waltrip	Area 5 Business				X			
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Alternate
Kate Kennedy	Area 7 Residential				X			
Schyler Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate	X						
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							
Vote Counts:		Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	22	0	0	3	4	0	5

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **March 13, 2024**

Date: **March 13, 2024**

Item No. 6

Dena Weiss, President

(24-032) Motion to Approve up to \$2,500 to purchase WHWCNC T Shirts

Discussion and possible action: (5 minutes)

Motion to approve up to \$2,250 for 100 screen-printed WHWCNC navy, and 10 screen printed WHWCNC green t-shirts AND 36 embroidered WHWCNC branded Polo Shirts from Outreach line item in revised budget. This includes:

- a.) **50** unisex American Apparel cotton **navy T-shirts** at \$10.79 each \$539.50 + tax
Incl. screen printing of WHWCNC logo on front & back

- b.) **50** women's Next Level **V-Neck** cotton **navy T-shirts** at \$11.96 each \$598.00 + tax
Incl. screen printing of WHWCNC logo on front & back

- c.) **36** unisex Devon & Jones Performance Polos \$819.36 + tax
Incl. embroidery of WHWCNC logo in front left corner

- aa.) **10** unisex American Apparel cotton **green T-shirts** at \$10.79 each \$107.90 + tax for First Saturday
Incl. screen printing of WHWCNC logo on front & back

Order will be placed as individual line items to facilitate any over limit spending authorization(s) required from the City Clerk.

[See posted support document](#)

Roll Call Vote

In accordance with City Clerk spending guidelines for Neighborhood Councils the Woodland Hills Warner Center Neighborhood Council will adhere to the following rules:

The WHWCNC acknowledges that the purchase of WHWCNC embroidered polo shirts are for the exclusive use of WHWCNC Board Member including Alternates.

The purchase of WHWCNC printed T-shirts are for the use of WHWCNC Board Members, Alternates, Stakeholder Committee Members, and members of the public who actively participate in NC events such as NC meetings, senior and youth events, community clean ups, tree plantings and other community education, engagement, and improvement events.

WHWCNC polo and T-Shirts are NOT to be given to members of the public as outreach giveaway promotional items.

Item No. 2

Treasurer

**Motion to Adopt the WHWCNC FY24-25 Initial \$32,000
Board Budget Allocation and Submit to the City Clerk**

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

Row	B	R	R1
	WHWCNC FY2024-2025 Draft Budget Allocation	FY 23-24 Ytd Spent	Proposed 24-25 Start Budget
Line #			
1	Admin Packet & Budget Adopted June 14, 2023 BAC (23-048)		
2	As Adjusted & Adopted 9/13/23 BAC 3 (23-051) [Rec of Rollover]		
3	As Adjusted & Adopted 11/08/23 BAC 2 (23-069)		
4	As Adjusted & Adopted 01/10/24 BAC 7 (24-007)		
5	As Adjusted & Adopted 02/15/24 BAC 14 (24-025)		
6	As Adjusted & Adopted 03/13/24 BAC 08 (24-034)		
7	As Adjusted & Adopted 05/22/24 BAC 04 (24-052)		
8	Board Budget Reallocations and new spending at 5/22/24 Meeting in Blue		
9	Annual Budget Funds		
10	Rollover Funds [NO-Supplemental Funds Reallocation] BAC 3 (23-053)		
11	Adjustments (Sept Expenses Pd by City Clerk Grasshopper \$62.5k & StorQuest \$268)		
12	Adjustments (Oct Expenses Pd by City Clerk Grasshopper \$ & StorQuest \$268 10/1/23)		
13	Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error		
14	Total Adjustments		
15	Total Annual Budget Funds		
16			
17			
18	Office/Operational Expenditures Category	FY 23-24 Ytd Spent	Proposed 24-25 Starting Budget
19			
20	Space Rental Board Meetings	\$414.00	\$1,200.00
21	NC Storage StorQuest	\$2,972.00	\$3,300.00
22	Phone System - Grasshopper SaaS	\$384.27	\$430.00
23	Adjustment- Sept NC expenses Pd by City Clerk during credit card transition	(\$330.54)	
24	Adjustment- Oct NC expenses Pd by City Clerk during credit card transition	(\$268.00)	
25	Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)	
26	Constant Contact SaaS	\$891.00	\$1,400.00
27	Software Lic Renewals & Updates	\$49.99	\$200.00
28	Mail Box Rental (UPS PMB) [Increase \$16.5/09/24]	\$516.00	\$550.00
29	General Office Supplies, Copies and Printing	\$108.29	\$400.00
30	Paper and Ink	\$0.00	\$400.00
31	Email and Web Hosting and Support (RO Funds) 7 (24-033) March 13 24 agenda	\$729.06	\$1,200.00
32	Zoom Virtual Meet SaaS. 7 (24-033) March 13 24 agenda [Rec'd DONE Inv 5/30/24]	\$387.48	\$400.00
33			
34	Water & Refreshments For NC Board/Committee Meetings & Activities	\$753.40	\$400.00
35	Board Retreat Expenses (Requires Board Motion & BAC)	\$0.00	\$800.00
36	SB411 Hybrid Meeting Equip 2 Meet Dwl's, 1 Comp & Asscs (2/24-047) May 8] \$5,038.31	\$0.00	
37	WiFi Pending Past Due Verizon Wireless Hotspot-Contested \$864.13	\$864.13	\$865.00
38			
39	Total Office/Operational Expenditures	\$7,200.08	\$11,545.00
40			
41			
42	Outreach Expenditures Category	Ytd Spent	
43			
44	Cong of Neighborhoods \$500 & July Constant Contact \$81 (JLY Paul L Treas)	\$581.00	\$500.00
45	Greatful Hearts & Disaster Prep Booth \$500 (23-070) 11/8/23	\$500.00	\$500.00
46	Replace Damaged NC Pole Banners \$500 4 (23-071) 11/8/23	\$870.53	\$1,000.00
47	HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24	\$2,484.85	\$0.00
48	Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24	\$3,500.00	\$3,500.00
49	One Generation Sr Fair Outreach Booth [BAC 12 24-023] 2/15/24	\$1,000.00	\$1,000.00
50		\$0.00	
51	Outreach Printing & Banners: Minlman Press or alt printer 1000 4/4 4x6 Rack Cards 4 (24-030) 3/1	\$117.55	\$500.00
52			
53	SWAG:4mprint NC Branded promo items upto \$5,000 as follows 5 (24-031)13/24	\$0.00	\$2,500.00
54	a) 2,000 WHWCNC 3"x3" Branded Sticky Pads up to \$1,000 (\$0.39 each + tax & shipping) \$937.71	\$852.30	
55	b) 500 Green WHWCNC Branded Value Grocery Totes up to \$1,000 (\$1.25 each + \$0.40 tax, tax & shipping) \$980.48	\$902.14	
56	c) 1,000 WHWCNC Branded Hard Hats up to \$775 (\$0.55 + \$0.65 set-up, tax & shipping) \$747.66	\$679.01	
57	d) 650 WHWCNC Branded Sunglasses up to \$1,000 (\$1.25 each + \$20 set-up, tax & shipping) \$953.61	\$913.69	
58	e) 825 WHWCNC Branded Power Clips up to \$950 (\$0.86 each + \$55 set-up, tax & shipping) \$917.38	\$833.67	
59	5/09/24 Budget reallocation to reclaim excess funding provided prior to final inv. -868.12 Cont \$819.19	(Total \$4,180.81)	
60	4 mp rint Difference between 1st Web Inv and Final CC charge PDF Inv #1 \$48.93		
61	NC Logwear: T-shirt GIVE \$5000 [Item 6 (24-032) March 13 24 Agenda]	\$0.00	\$0.00
62	a) 50 1301 AMER APPAREL COTTON T-SHIRTS - TRUE NAVY NAVY SIZES S-XL NC LOGO 6889.21	\$599.21	
63	aa) 10 1301 AMER APPAREL COTTON T-SHIRTS - GREEN SIZES S-XL NC LOGO (FIRST SAT) \$115.72	\$115.72	
64	b) 30 3940 NEXT LEVEL WOMEN'S COTTON V-NECK T-SHIRT - MIDDNIGHT NAVY SIZES S-XL NC LOGO \$851.85	\$651.65	
65	c) 30 3900 EMBROID NC LOGO Duvets & Jones Overalls Perform Merit Printed Polo - NAVY SIZES S-XL \$885.84	\$885.84	
66	\$5,000 Deposit w/ Order After 12/23.42 Due on Completion in April. [Item 6 (24-032) March 13 24 Agenda]	(Total \$2,252.42)	
67			
68	Social Media	\$0.00	\$1,000.00
69	Local WH-WC Advertising: Warner Center News	\$0.00	\$1,000.00
70	Website Hosting [Moved to Office/Operational Expenditures Category]	\$19.99	\$0.00
71	Website Webmaster (\$2k > 1.5k - \$K to VC Concords above on 2/15/24)	\$0.00	
72	General Outreach Bus Benches \$280 not funded/ New Hand cart 174.01 2 (24-049)	\$128.09	\$0.00
73	General Outreach (Not yet allocated to specific items) added 5/22 to balance budget	\$0.00	\$2,955.00
74	Inv 73 total from \$1,340.60 to \$1,493.87 \$1.5k to compensate for proforma vs final & Inprint Inv 33-59 6/2/24 NK		
75	Total Outreach Expenditures	\$15,635.24	\$14,455.00
76			
77			
78	Election Expenditures	Ytd Spent	
79	Westfield for Rose Goldwater Cmtr Cnt 6/18/23 NC Election Venue (RO)	\$750.00	\$1,000.00
80			
81	Total Election Expenditures	\$750.00	\$1,000.00
82			
83			
84	Neighborhood Purposes Grants (NPG) Expenditures Category	Ytd Spent	
85			
86	West Valley Food Pantry [BAC 6-23-063 Passed 10/12/23]	\$2,000.00	\$5,000.00
87	West Valley Food Pantry (BAC 6-23-063) City Clerk Permanently Denied 10/26/23	(\$2,000.00)	
88	Pierce College Foundation - Bahma Bodega [BAC 7-23-064 Passed 10/12/23]	\$1,500.00	
89	Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23]	\$1,300.00	
90	Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda]	\$2,000.00	
91	Total of Previous Approved NPGs as of 2/15/24	\$0.00	
92	Friends of Calabash, Inc. dba Calabash PTO BAC 03 (24-029) 3/13/24 Agenda	\$3,000.00	
93	Total of NPGs Approved and Funded through 3/13/24	\$0.00	
94	\$8,000 April & May NPG's not yet budgeted for	\$0.00	\$11,545.00
95	WV YMCA Food Dist Prog NPG \$3,000. & (24-42) 4/10/24 Agenda	\$3,000.00	
96	New Friends Homeless Cntr Feed Prgm NPG \$1,500 7 (24-43) 4/10/24 Agenda	\$1,500.00	
97	New Friends Homeless Cntr Feed Prgm NPG City Clerk Perm Denied 05/24/24	(\$1,500.00)	
98	\$3,000 for LAPD Foundation NPG 3 (24-048) 5/08/24 Agenda	\$3,000.00	
99	Child Funding Mkt for WHWCNC Chara Category [BAC 10/20/23] Quota Com (Not ready for May spend)	\$0.00	
100	Total NPG Expenditures \$ (April & May NPG Overhead \$7,000 6/22 Reallocation)	\$13,800.00	\$5,000.00
101			
102	Community Improvement Projects (CIP) Expenditures Category	Ytd Spent	
103	Environmental Project (\$300. Wagon 23-065) Ovr 90 days expired	\$0.00	
104	Homeless Project	\$0.00	
105	Public Safety Project	\$0.00	
106	Education Project [Xfer \$800 to Outreach & \$100 to NPG 8(24-034) 3/13/24]	\$0.00	
107	Community Services [Xfer \$1,000 to Outreach for Halo 7 (24-007) 1/10/24]	\$0.00	
108			
109	Total CIP Expenditures Category	\$0.00	\$0.00
110			
111			
112		YTD Spent	Proposed 24-24 Start Budget
113	TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$37,385.32	\$32,000.00
114	City Clerk Funding Portal Budget Reconciliation Amounts:		
115	Office/Operational Expenditures		\$11,545.00
116	Outreach Expenditures		\$14,455.00
117	Election Expenditures		\$1,000.00
118	General and Operational Expenditures		\$27,000.00
119	NPG Expenditures		\$5,000.00
120	CIP Expenditures Category		\$0.00
121	TOTAL ANNUAL BUDGET ALLOCATIONS		\$32,000.00
122		Starting Annual FY24-25 Funding	\$32,000.00
123		Available Funds to Allocate	\$0.00
124	FY: Unspent FY23-24 Funds that will Roll Over and will be available in August		\$3,745.14
125		Total Avail FY 24-25 Funds	\$35,745.14
126			

WHWCNC FY2023-2024 Annual Budget Month by Month Spending Report (As of June 08, 2024)

Table with columns: Row, Line, Budget Allocation, Approved Budget, Budget Change, and monthly spending (July-August). Includes categories like Office/Operational Expenditures, Outreach Expenditures, Election Expenditures, and NPNG Expenditures. Total annual budget is \$41,130.46.

Summary table for 'Starting Annual Funding 24-25' showing available funds, unspent FY23-24 funds, and total available funds of \$35,745.14.

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: _____

Fiscal Year: _____

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

Please check here if a new Treasurer is being appointed

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

818-312-5601

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

Please check here if a new 2nd Signer is being appointed


SIGNATURE OF THE 2nd SIGNER

DATE

Geraldine Weiss
PRINT NAME OF THE 2ND SIGNER

d.weiss@whcouncil.org
EMAIL

President, Area 4 CBO
BOARD POSITION

818-269-1302
PHONE NUMBER

Alternate Signer

(If not applicable, please indicate "N/A")

Please check here if a new Alt. Signer is being appointed


SIGNATURE OF THE ALTERNATE SIGNER

DATE

Tracey Rosen
PRINT NAME OF THE ALTERNATE SIGNER

t.rosen@whcouncil.org
EMAIL

Vice President, Area 3 Residential Rep
BOARD POSITION

818-451-7781
PHONE NUMBER

1st Bank Cardholder

Please check here if a new Cardholder is being appointed

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

2nd Bank Cardholder

Please check here if a new Cardholder is being appointed


SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

EMAIL

BOARD POSITION

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder



SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

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 - ii. Outreach
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With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

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10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
<i>Office Rent (\$500/month x 12 months)</i>	<i>\$6,000.00</i>
<i>Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)</i>	<i>\$500.00</i>
<i>Printer/Copy Machine Lease</i>	<i>\$1,500.00</i>
<i>Internet Service (Spectrum)</i>	<i>\$1,000.00</i>
<i>Telephone Service (Ooma)</i>	<i>\$500.00</i>
<i>Website Hosting and Maintenance</i>	<i>\$1,500.00</i>
<i>Printing and Photocopying for Meetings</i>	<i>\$300.00</i>
<i>Meeting Facility Fees (Riverside Elementary School)</i>	<i>\$1,500.00</i>
<i>Minute-Taker for Meetings (AppleOne)</i>	<i>\$1,500.00</i>
<i>Refreshments/Snacks for Meetings</i>	<i>\$1,200.00</i>
Total Office/Operational Expenditures \$15,500.00	

Row	B	R	R1
	WHWCNC FY2024-2025 Draft Budget Allocation	FY 23-24 Ytd Spent	Proposed 24-25 Start Budget
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6	As Adjusted & Adopted 03/13/24 BAC 08 (24-034)		
7	As Adjusted & Adopted 05/22/24 BAC 04 (24-052)		
8	Board Budget Reallocations and new spending at 5/22/24 Meeting in Blue		
9	Annual Budget Funds		
10	Rollover Funds [NO-Supplemental Funds Reallocation] BAC 3 (23-053)		
11	Adjustments (Sept Expenses Pd by City Clerk Grasshopper \$62.5k & StorQuest \$268)		
12	Adjustments (Oct Expenses Pd by City Clerk Grasshopper \$ & StorQuest \$268 10/1/23)		
13	Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error		
14	Total Adjustments		
15	Total Annual Budget Funds		
16			
17			
18	Office/Operational Expenditures Category	FY 23-24 Ytd Spent	Proposed 24-25 Starting Budget
19			
20	Space Rental Board Meetings	\$414.00	\$1,200.00
21	NC Storage StorQuest	\$2,972.00	\$3,300.00
22	Phone System - Grasshopper SaaS	\$384.27	\$430.00
23	Adjustment- Sept NC expenses Pd by City Clerk during credit card transition	(\$330.54)	
24	Adjustment- Oct NC expenses Pd by City Clerk during credit card transition	(\$268.00)	
25	Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)	
26	Constant Contact SaaS	\$891.00	\$1,400.00
27	Software Lic Renewals & Updates	\$49.99	\$200.00
28	Mail Box Rental (UPS PMB) [Increase \$16.5/09/24]	\$516.00	\$550.00
29	General Office Supplies, Copies and Printing	\$108.29	\$400.00
30	Paper and Ink	\$0.00	\$400.00
31	Email and Web Hosting and Support (RO Funds) 7 (24-033) March 13 24 agenda	\$729.06	\$1,200.00
32	Zoom Virtual Meet SaaS. 7 (24-033) March 13 24 agenda [Rec'd DONE Inv 5/30/24]	\$387.48	\$400.00
33			
34	Water & Refreshments For NC Board/Committee Meetings & Activities	\$753.40	\$400.00
35	Board Retreat Expenses (Requires Board Motion & BAC)	\$0.00	\$800.00
36	SB411 Hybrid Meeting Equip 2 Meet Dwl's, 1 Comp & Assc (2/24-047) May 8] \$5,038.31	\$0.00	
37	WiFi Pending Past Due Verizon Wireless Hotspot-Contested \$864.13	\$864.13	\$865.00
38			
39	Total Office/Operational Expenditures	\$7,200.08	\$11,545.00
40			
41			
42	Outreach Expenditures Category	Ytd Spent	
43			
44	Cong of Neighborhoods \$500 & July Constant Contact \$81 (JLY Paul L Treas)	\$581.00	\$500.00
45	Greatful Hearts & Disaster Prep Booth \$500 (23-070) 11/8/23	\$500.00	\$500.00
46	Replace Damaged NC Pole Banners \$500 4 (23-071) 11/8/23	\$870.53	\$1,000.00
47	HALO Purchase of giveaway bags & keychains up to \$2,500 7 (24-007) 1/10/24	\$2,484.85	\$0.00
48	Valley Cultural - Concert Outreach Booth WC Park [BAC 11 24-022] 2/15/24	\$3,500.00	\$3,500.00
49	One Generation Sr Fair Outreach Booth [BAC 12 24-023] 2/15/24	\$1,000.00	\$1,000.00
50		\$0.00	
51	Outreach Printing & Banners: Minlman Press or alt printer 1000 4/4 4x6 Rack Cards 4 (24-030) 3/1	\$117.55	\$500.00
52			
53	SWAG:4Imprint NC Branded promo items upto \$5,000 as follows 5 (24-031)13/24	\$0.00	\$2,500.00
54	a) 2,000 WHWCNC 3"x3" Branded Sticky Pads up to \$1,000 (\$0.39 each + tax & shipping) \$937.71	\$852.30	
55	b) 500 Green WHWCNC Branded Value Grocery Totes up to \$1,000 (\$1.25 each + \$0.40 tax, tax & shipping) \$980.48	\$902.14	
56	c) 1,000 WHWCNC Branded Hard Hats up to \$775 (\$0.55 + \$0.65 set-up, tax & shipping) \$747.66	\$679.01	
57	d) 650 WHWCNC Branded Sunglasses up to \$1,000 (\$1.25 each + \$20 set-up, tax & shipping) \$953.61	\$913.69	
58	e) 825 WHWCNC Branded Power Clips up to \$950 (\$0.86 each + \$55 set-up, tax & shipping) \$917.38	\$833.67	
59	5/09/24 Budget reallocation to reclaim excess funding provided prior to final inv. -868.12 Cont \$819.19	(Total \$4,180.81)	
60	4 Imprint Difference between 1st Web Inv and Final CC charge PDF Inv #1 \$48.93		
61	NC Logwear: T-shirt Gave \$5000 [Item 6 (24-032) March 13 24 Agenda]	\$0.00	\$0.00
62	a) 50 1301 AMER APPAREL COTTON T-SHIRTS - TRUE NAVY NAVY SIZES S-XL NC LOGO 6889.21	\$599.21	
63	aa) 10 1301 AMER APPAREL COTTON T-SHIRTS - GREEN SIZES S-XL NC LOGO (FIRST SAT) \$115.72	\$115.72	
64	b) 30 3940 NEXT LEVEL WOMEN'S COTTON V-NECK T-SHIRT - MIDDIEHT NAVY SIZES S-XL NC LOGO \$851.65	\$651.65	
65	c) 30 3900 EMBROID NC LOGO Duvets & Jones Overalls Perform Merit Printed Polo - NAVY SIZES S-XL \$885.84	\$885.84	
66	\$5,000 Deposit w/ Order After #123,642 Due on Completion in April. Reclaim: \$347,348 (Order Fund #198/24)	(Total \$2,252.42)	
67			
68	Social Media	\$0.00	\$1,000.00
69	Local WH-WC Advertising: Warner Center News	\$0.00	\$1,000.00
70	Website Hosting [Moved to Office/Operational Expenditures Category]	\$19.99	\$0.00
71	Website Webmaster (\$2k > 1.5k - \$K to VC Concords above on 2/15/24)	\$0.00	
72	General Outreach Bus Benches \$280 not funded/ New Hand cart 174.01 2 (24-049)	\$128.09	\$0.00
73	General Outreach (Not yet allocated to specific items) added 5/22 to balance budget	\$0.00	\$2,955.00
74	Inv 73 total from \$1,340.60 to \$1,493.67 \$1.15 to compensate for proforma vs final & Imprint Inv 33-59 6/2/24 NK		
75	Total Outreach Expenditures	\$15,635.24	\$14,455.00
76			
77			
78	Election Expenditures	Ytd Spent	
79	Westfield for Rose Goldwater Cmtr Cnt 6/18/23 NC Election Venue (RO)	\$750.00	\$1,000.00
80			
81	Total Election Expenditures	\$750.00	\$1,000.00
82			
83			
84	Neighborhood Purposes Grants (NPG) Expenditures Category		
85			
86	West Valley Food Pantry [BAC 6-23-063 Passed 10/12/23]	\$2,000.00	\$5,000.00
87	West Valley Food Pantry (BAC 6-23-063) City Clerk Permanently Denied 10/26/23	(\$2,000.00)	
88	Pierce College Foundation - Bahama Bodega [BAC 7-23-064 Passed 10/12/23]	\$1,500.00	
89	Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23]	\$1,300.00	
90	Woodlake Elem Schl PTA - Art Fair [BAC 13 (24-024) 2/15/24 Agenda]	\$2,000.00	
91	Total of Previous Approved NPGs as of 2/15/24	\$0.00	
92	Friends of Calabash, Inc. dba Calabash PTO BAC 03 (24-029) 3/13/24 Agenda	\$3,000.00	
93	Total of NPGs Approved and Funded through 3/13/24	\$0.00	
94	\$8,000 April & May NPG's not yet budgeted for	\$0.00	\$11,545.00
95	WV YMCA Food Dist Prog NPG \$3,000. & (24-42) 4/10/24 Agenda	\$3,000.00	
96	New Friends Homeless Cntr Feed Prgm NPG \$1,500 7 (24-43) 4/10/24 Agenda	\$1,500.00	
97	New Friends Homeless Cntr Feed Prgm NPG City Clerk Perm Denied 05/24/24	(\$1,500.00)	
98	\$3,000 for LAPD Foundation NPG 3 (24-048) 5/08/24 Agenda	\$3,000.00	
99	Child Funding Refs for WHWCNC Chara Category [BAC 10/20/23] (Order Com (Not ready for May spend)	\$0.00	
100	Total NPG Expenditures \$ (April & May NPG Overhead \$7,000 6/22 Reallocation)	\$13,800.00	\$5,000.00
101			
102	Community Improvement Projects (CIP) Expenditures Category	Ytd Spent	
103	Environmental Project (\$300. Wagon 23-065) Ovr 90 days expired	\$0.00	
104	Homeless Project	\$0.00	
105	Public Safety Project	\$0.00	
106	Education Project [Xfer \$800 to Outreach & \$100 to NPG 8(24-034) 3/13/24]	\$0.00	
107	Community Services [Xfer \$1,000 to Outreach for Halo 7 (24-007) 1/10/24]	\$0.00	
108			
109	Total CIP Expenditures Category	\$0.00	\$0.00
110			
111			
112			
113	TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$37,385.32	\$32,000.00
114	City Clerk Funding Portal Budget Reconciliation Amounts:		
115	Office/Operational Expenditures		\$11,545.00
116	Outreach Expenditures		\$14,455.00
117	Election Expenditures		\$1,000.00
118	General and Operational Expenditures		\$27,000.00
119	NPG Expenditures		\$5,000.00
120	CIP Expenditures Category		\$0.00
121	TOTAL ANNUAL BUDGET ALLOCATIONS		\$32,000.00
122			
123	Starting Annual FY24-25 Funding		\$32,000.00
124	Available Funds to Allocate		\$0.00
125	FY: Unspent FY23-24 Funds that will Roll Over and will be available in August		\$3,745.14
126	Total Avail FY 24-25 Funds		\$35,745.14
127			

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

<input type="checkbox"/> Existing(may need to renew agreement) <input type="checkbox"/> New(new agreement may be needed) <input type="checkbox"/> Donated <input type="checkbox"/> NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.
Clerk.NCFunding@lacity.org
 (213)978-1058

Item No. 3
Vice President
Attendance

ARTICLE V: GOVERNING BOARD

Section 7: Absences

A Neighborhood Council Representative who fails to attend three (3) regularly scheduled Neighborhood Council Board meetings in any twelve (12) month period may be removed as a Neighborhood Council Representative following attendance and participation review by the Governance Committee and a two-thirds vote of the Board present and voting. The President of the Board will notify the representative of their removal via email notice to the representative's last known email address on record.

WHWCNC Board Attendance History July'23-May'24

X =Present
 A =Absent
 =Arrived Late and Left Early from NC Meeting

		In-Person	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person	In-Person	Special	In-Person	In-Person	Special	In-Person	
		7/12/23	8/9/23	9/13/23	10/11/23	11/8/23	12/13/23	1/10/24	2/15/24	3/13/24	4/10/24	4/20/24	5/8/24		
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	Retreat	MAY		
		Representative													
Area	RES	Karen DiBiase	X	X	X	X	X	X	X	X	X	X	X	X	Elected on 7-12-23
1	BUS	Geoffrey Hobson	X	X	X	X	8:05	X	Absent	X	X	9:16	1:11pm	8:30	Elected on 7-12-23
	CBO	Shelly Schwartz	Absent	Absent	X	X	X	X	Absent	X	X	Absent	X	X	Elected on 7-12-23
	ALT	Reina Cerros-McCaughey	X	X	X	X	Absent	X	X	X	Absent	X	10:29am	X	NC appointed to Board on 2-10-21, Elected Alternate 7-12-23
Area	RES	Julian Tu	-	-	-	-	-	Appointed	X	X	X	X	X	X	NC appointed to Board on 12-13-23
2	BUS	Paul Lawler	X	X	Absent	Absent	8:05	X	Absent	Absent	X	X	Absent	Absent	NC appointed to Board on 12-13-23
	CBO	Peter Haber	-	-	-	-	-	Appointed	X	X	X	X	Absent	Absent	NC appointed to Board on 12-13-23
	ALT	Masha Dowell	-	-	-	-	-	Appointed	X	X	X	X	X	X	NC appointed to Board on 12-13-23
	ALT	Philip Swain	Absent	-	-	-	-	-	-	-	-	-	-	-	NC appointed to Board on 11-09-22, Resigned from Board on 7-28-23
Area	RES	Tracey Rosen	X	X	X	X	X	X	X	X	X	X	X	X	Elected on 7-12-23
3	BUS	Dean Matthew	-	-	-	-	-	-	Appointed	X	X	X	X	X	NC appointed to Board on 1-10-24
	CBO	Harout Aristakessian	-	-	-	Appointed	X	X	X	Absent	X	X	X	X	NC appointed to Board on 10-11-23, Per Bylaws: moved from Alt to CBO Rep
	ALT	Jayce Baron	-	-	-	-	-	-	Appointed	X	Absent	X	7:00	X	NC appointed to Board on 2-15-24
Area	RES	Don Patterson	Absent	X	X	X	X	X	Absent	X	X	X	X	X	NC appointed to Board on 7-13-22
4	BUS	Martin Lipkin	X	X	X	Absent	X	X	X	X	X	X	X	X	
	CBO	Dena Weiss	X	X	X	X	X	X	X	X	X	X	X	Absent	
	ALT	Rachel Tabak	X	X	X	Absent	-	-	-	-	-	-	-	-	NC appointed to Board on 7-13-23, Resigned on 10-28-23
	ALT	Aava Dekordi	-	-	-	-	-	-	-	Appointed	X	1:31pm	X	X	NC appointed to Board on 3-13-24
Area	RES	Christopher Waddy	X	X	X	X	Absent	X	X	Absent	X	X	Absent	Absent	NC appointed to Board on 11-09-22, Elected 7-12-23
5	BUS	Julie Waltrip	X	X	X	X	X	X	X	X	Absent	X	Absent	X	NC appointed to Board on 12-12-22, Elected 7-12-23
	CBO	Steve Sommers	-	-	-	-	-	Appointed	X	X	X	X	X	X	NC appointed to Board on 12-13-23, Per Bylaws: moved from Alt to CBO Rep
	CBO	Theresa Campbell	Absent	6:55	Absent	Absent	Absent	-	-	-	-	-	-	-	NC appointed to Board on 12-12-22, Resigned on 5-05-23, Elected 7-12-23, Resigned on 12-13-23
	ALT	Allan Biggins	-	-	-	-	-	-	Appointed	X	8:30	Absent	Absent	Absent	NC appointed to Board on 1-10-24
Area	RES	Bill Barnett	-	-	-	-	-	Appointed	X	X	X	Absent	X	X	NC appointed to Board on 12-13-23
6	BUS	Mihran Kalaydjian	X	Absent	Absent	Absent	Absent	-	-	-	-	-	-	-	Elected on 7-14-21, Resigned on 12-13-23
	BUS	Heath Kline	-	-	-	-	-	-	-	X	X	X	X	X	Moved from CBO-Area 6 to Business Rep-Area 6 on 2-15-24
	CBO	Heath Kline	X	X	X	X	X	X	X	-	-	-	-	-	Moved from CBO-Area 6 to Business Rep-Area 6 on 2-15-24
	CBO	Bobbie Wasserman	-	-	-	-	-	-	-	X	X	X	X	6:55	NC appointed to Board on 11-09-22, Moved from At Large-Alt to CBO Rep-Area 6 on 2-15-24
	ALT	Janice Mendel	-	-	-	-	-	-	Appointed	X	Absent	Absent	Absent	Absent	NC appointed to Board on 2-15-24
Area	RES	Kate Kennedy	-	-	-	-	-	-	Appointed	X	Absent	X	X	X	NC appointed to Board on 1-10-24
7	BUS	Schyler Katz	-	-	-	-	-	-	Appointed	X	X	Absent	Absent	Absent	NC appointed to Board on 1-10-24, Per Bylaws: moved from Alt to Business Rep]
	CBO	Joyce Fletcher	X	6:37	Absent	X	X	Absent	X	X	X	X	X	X	Elected on 7-12-23
	ALT	Rosaleen O'Sullivan	-	-	-	-	-	-	Appointed	X	Absent	X	X	X	NC appointed to Board on 2-15-24
	At-Lg	August Steurer	X	X	Absent	X	X	X	X	X	X	X	X	X	NC appointed to Board on 11-09-22
	Alt-Lg	Bobbie Wasserman	X	X	X	X	X	X	X	-	-	-	-	-	NC appointed to Board on 11-09-22, Moved from At Large-Alt to CBO Rep-Area 6 on 2-15-24
	Alt-Lg	Open	-	-	-	-	-	-	-	-	-	-	-	-	
	Youth	Open	-	-	-	-	-	-	-	-	-	-	-	-	
		TOTAL AT CALL TO ORDER=	15	14	13	13	14	15	17	22	25	22	21	20	

(a) 6:31 6:30 6:35 6:30 6:33 6:40 (b) (c) 6:33 6:31 6:33 6:31 9:30am 6:36
 8:03 9:05 9:16 9:00 8:30 8:53 9:11 9:09 9:04 9:25 3:00pm 9:24

Meeting Call To Order
 Meeting Adjourn
 (a): CD3 Rep for Bob Blumenfield (Seth Daniels) gave Oath of Office on 7-12-23 (per June'23 Elec
 (b): CD3-Bob Blumenfield gave Oath of Office on 1-10-24 (for new NC members appointed in Dec
 (c): CD3 Rep for Bob Blumenfield (Seth Daniels) gave Oath of Office on 2-15-24 (for new NC mem

